

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Loan Officer's Name]
[FHA Lender's Name]
[FHA Lender's Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

Subject: Request for FHA Loan Extension

I hope this message finds you well. I am writing to formally request an extension on my FHA loan, account number [Your Loan Number], which is set to mature on [Original Maturity Date].

Due to [brief explanation of reason for request, e.g., unforeseen circumstances, financial hardship], I kindly request an extension of [desired extension period, e.g., 3 months, 6 months] to [new proposed maturity date].

I believe this extension will provide me with the necessary time to [reason for need, e.g., stabilize my financial situation, improve my credit score, etc.]. I appreciate your consideration of my request and look forward to your positive response.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]