

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: FHA Loan Extension Request

I hope this letter finds you well. I am writing to formally request an extension on my FHA loan, account number [Your Account Number]. Due to [briefly explain the reason for the extension request, e.g., unexpected financial hardship, personal circumstances], I am unable to meet the original deadline.

I would like to request an extension of [number of months or specific new date you are requesting] to allow me to [explain how you plan to manage your payments or situation during the extension period].

I appreciate your understanding and assistance in this matter. Please let me know if you require any additional information or documentation to process my request.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]