

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

[Date]
[Loan Officer's Name]
[Bank/Institution Name]
[Bank Address]
[City, State, Zip Code]

Subject: FHA Loan Extension Request

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request an extension for my FHA loan, currently set to mature on [original due date]. Due to [brief explanation of circumstances requiring an extension], I would greatly appreciate the opportunity to extend the loan period.

Loan Account Number: [Your Loan Account Number]

Current Loan Amount: [Current Loan Amount]

I believe that with an extension, I will be able to [explain how an extension would help, e.g., improve financial situation, complete necessary repairs, etc.]. I am committed to maintaining my payment schedule and ensuring that I meet all obligations.

Thank you for considering my request. I am looking forward to your positive response. Please feel free to contact me at [your phone number or email] if you need any additional information.

Sincerely,
[Your Name]