

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for FHA Loan Extension

I hope this letter finds you well. I am writing to formally request an extension for my FHA loan, originally set to mature on [Original Maturity Date]. Due to [brief explanation of your circumstances, e.g., unforeseen financial difficulties, health issues, etc.], I am unable to meet the current deadline.

I kindly ask for an extension of [specify duration, e.g., an additional 6 months], which would provide me the necessary time to [briefly explain how you plan to improve your situation, e.g., secure stable income, manage expenses, etc.]. I assure you of my commitment to fulfill my loan obligations, and I appreciate your understanding in this matter.

I have attached any relevant documentation to support my request. I am hopeful for a favorable response and would appreciate the opportunity to discuss this matter further.

Thank you for considering my request. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]