

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

[Date]
[Loan Officer's Name]
[FHA Lender's Name]
[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 of my FHA loan, account number [Your Loan Number], which is currently due on [Original Due Date]. Due to [briefly explain your circumstances, e.g., unforeseen financial challenges, health issues, etc.], I am unable to meet the original deadline.

I respectfully request an extension of [number of months requested] months in order to [briefly describe your plan to resolve the situation, e.g., secure additional funds, make necessary adjustments]. I am committed to fulfilling my obligations and appreciate your understanding and consideration of my request.

Please let me know if you need any further information or documentation to support my request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]