

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Address]  
[City, State, Zip Code]

Subject: Request for Additional Funds for FHA Loan

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request additional funds for my FHA loan application, originally submitted on [original application date].

Due to [brief explanation of circumstances necessitating the additional funds, e.g., increased repair costs, changes in financial situation], I find that I require an additional amount of [specific amount] to complete the purchasing process for the property located at [property address].

I would greatly appreciate it if you could consider my request and provide guidance on the steps necessary to process this adjustment.

Attached are the necessary documents supporting my request, including [list any supporting documents, such as updated budget, estimates, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature, if sending a hard copy]

[Enclosures: list any attached documents]