

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

[Loan Officer's Name]  
[Bank or Lender's Name]  
[Bank or Lender's Address]  
[City, State, Zip Code]

Subject: Request for Assistance with Closing Costs for FHA Loan

Dear [Loan Officer's Name],

I hope this letter finds you well. I am writing to formally request assistance with the closing costs associated with my FHA loan application for the property located at [Property Address].

As per our previous discussions, I understand that the closing costs can be substantial, and I would greatly appreciate any options or assistance you could provide to help cover these costs. Given my current financial situation, I am exploring possibilities such as closing cost assistance programs or any additional resources available through your institution. I am eager to finalize my loan and move forward with my home purchase, and any support you could extend in this matter would be immensely helpful. Thank you for considering my request. I look forward to your positive response.

Best regards,

[Your Name]

[Signature (if sending a hard copy)]