

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

[Loan Officer's Name]  
[Bank/Financial Institution Name]  
[Bank Address]  
[City, State, ZIP Code]

Subject: FHA Loan Request

Dear [Loan Officer's Name],

I hope this letter finds you well. I am writing to formally request an FHA loan to assist in the purchase of a home located at [Property Address].

I am interested in financing a property that meets the requirements for an FHA loan, and I believe this option is a suitable fit for my current financial situation. I am committed to ensuring all necessary documentation and information is provided for the processing of this loan request.

The details of my financial situation are as follows:

- Employment: [Your Job Title] at [Your Employer]
- Annual Income: [Your Income]
- Credit Score: [Your Score]
- Existing Debts: [Brief Overview of Other Debts]

I have attached the following documentation to support my application:

1. Proof of Income (pay stubs, W-2s)
2. Credit Report
3. Bank Statements
4. Identification

I appreciate your time and consideration regarding my FHA loan request.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require further information or clarification.

Thank you for your assistance.

Sincerely,

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