

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

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

Dear [Loan Officer's Name],
I hope this letter finds you well. I am writing to formally request the approval of my FHA loan application for the purchase of [Property Address]. I have completed all necessary steps in the application process and provided the required documentation.

I believe that my financial profile aligns with the FHA loan requirements, and I am eager to move forward with the purchase. Please let me know if there are any additional documents or information needed to expedite the approval process.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]