

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Loan Officer's Name]  
[Bank/Institution Name]  
[Bank Address]  
[City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to request assistance regarding my FHA loan application. My name is [Your Name], and my application number is [Application Number]. Due to [briefly explain your situation, e.g., financial difficulties, job loss, etc.], I am seeking guidance on how to proceed with my loan process. I believe that with additional support and resources, I will be able to [explain your goal, e.g., secure funding for my home, overcome financial difficulties, etc.].

I appreciate any information or options you can provide on how to effectively move forward with my FHA loan. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,  
[Your Name]