

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

Dear [Recipient's Name],

I am writing to express my interest in obtaining an FHA home loan through [Lender's Institution]. As a qualified borrower, I believe I meet the requirements set forth by the Federal Housing Administration and would like to formally request a pre-approval for an FHA loan.

My financial situation is as follows:

- **Credit Score:** [Your Credit Score]
- **Annual Income:** [Your Annual Income]
- **Employment Status:** [Your Employment Status]
- **Debt-to-Income Ratio:** [Your DTI Ratio]

I have identified a property located at [Property Address] that I would like to purchase using the FHA loan. The purchase price is [Purchase Price].

Please let me know what documentation is required for the loan process and any next steps I need to take. I look forward to your prompt response so we can move forward as quickly as possible.

Thank you for your attention to this matter.

Sincerely,

[Your Name]