

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

Dear [Recipient Name],

Re: FHA Loan Underwriting Approval for [Borrower's Name]

We are pleased to inform you that the underwriting process for the FHA loan application submitted by [Borrower's Name] has been completed. After thorough review and evaluation of the borrower's financial profile, we have reached the following conclusions:

1. **\*\*Loan Amount:\*\*** \$[Loan Amount]
2. **\*\*Interest Rate:\*\*** [Interest Rate]%
3. **\*\*Term:\*\*** [Loan Term] years
4. **\*\*Property Address:\*\*** [Property Address]
5. **\*\*FHA Case Number:\*\*** [FHA Case Number]

**\*\*Findings:\*\***

- Verified income and employment
- Satisfactory credit history
- Sufficient asset reserves
- Property meets FHA guidelines

This loan will be subject to the following conditions prior to closing:

- [Condition 1]
- [Condition 2]
- [Condition 3]

We appreciate your cooperation throughout this process. Should you require any further information or clarification, please do not hesitate to contact me at [Phone Number] or [Email Address].

Thank you,

Sincerely,

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