

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

[Date]  
[Loan Officer's Name]  
[FHA Lender's Name]  
[Lender's Address]  
[City, State, Zip Code]

Dear [Loan Officer's Name],  
Subject: Request for FHA Loan Extension

I hope this message finds you well. I am writing to formally request an extension on my FHA loan, account number [Loan Number], due to [briefly explain your reason, e.g., unforeseen financial difficulties, job loss, etc.].

Given my current circumstances, I believe that an extension would greatly assist me in [explain how it would help, e.g., ensuring timely payments, stabilizing my financial situation, etc.].

I would appreciate your consideration of this request and look forward to your favorable response. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

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