

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

[Recipient's Name]
[Recipient's Title]
[Bank/Lender's Name]
[Bank/Lender's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request information regarding the Federal Housing Administration (FHA) loan options available through your institution.

Specifically, I would like to know:

1. The eligibility requirements for obtaining an FHA loan.
2. The current interest rates and terms available for FHA loans.
3. Any applicable fees or costs associated with the loan application process.
4. The timeline for loan processing and funding.
5. Any additional documentation required for the application.

I appreciate your assistance with this matter and look forward to your prompt response. Please feel free to reach me at [Your Phone Number] or [Your Email Address] if you need any further information from my side.

Thank you for your attention to this request.

Sincerely,
[Your Name]