

Follow-Up on Small Business Loan Application

Date: [Insert Date]

[Your Name]

[Your Title]

[Business Name]

[Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the application for a small business loan that I submitted on [insert submission date]. I am eager to learn about the status of my application and any additional information that may be required.

My business, [Business Name], is [brief description of business], and I am enthusiastic about the opportunity to grow and contribute to the community.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Your Name]