

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Loan Officer's Name]

[Bank or Lender's Name]

[Bank or Lender's Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to inquire about the current status of my loan application submitted on [Submission Date] for [Loan Type or Purpose]. I appreciate your assistance and would like to know if there are any additional documents or information required from my end to expedite the process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]