Request for Clarification on Loan Application Status

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

Loan Officer's Name
Bank Name
Bank Address
City, State, Zip Code

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to request clarification on the status of my bank loan application, which I submitted on [Date of Application]. The application reference number is [Reference Number].

As I have not yet received any updates, I would appreciate any information regarding its current status and any additional steps I may need to take to expedite the process.

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

Sincerely,
[Your Name]