

Loan Document Submission Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the loan documents I submitted on [Insert Submission Date]. I wanted to ensure that you received all the necessary files and to inquire about the current status of my loan application.

If there are any additional documents or information required from my side, please let me know, and I would be happy to provide them promptly.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]