

# Loan Application Completion Request

Date: [Insert Date]

To,

[Lending Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Lender's Name/Loan Officer],

I hope this message finds you well. I am writing to request the completion of my loan application process for [type of loan] submitted on [submission date].

As per our last communication, I have provided all the required documentation. However, I noticed that my application status has not been updated, and I would appreciate your assistance in expediting the process.

My application reference number is [insert reference number]. Please let me know if there are any further steps I should take or additional information you require to move forward.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]