

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Loan Officer's Name]

[Bank/Company Name]

[Bank/Company Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to inquire about the status of my loan application submitted on [Insert Submission Date]. My application reference number is [Insert Reference Number].

As I am eager to proceed with [mention purpose, e.g., purchasing a home, refinancing, etc.], I would greatly appreciate any updates you could provide regarding the current status of my loan processing.

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

Sincerely,

[Your Name]