

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Loan Provider/Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my previous inquiry regarding the status of my student loan application submitted on [submission date]. As I have not yet received any updates, I would appreciate any information you could provide regarding the current status of my application.

My loan reference number is [Loan Reference Number]. Please let me know if you require any additional information from my side to assist with this inquiry.

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

Sincerely,

[Your Name]