

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Loan Officer's Name]

[Bank/Loan Institution Name]

[Bank 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 [date of application submission]. My application number is [application number].

I would appreciate any updates you can provide regarding the progress of my application and if there are any additional documents or information required from my side.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]