

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Loan Department  
Bank/Financial Institution Name  
Institution Address  
City, State, Zip Code

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to request information regarding the delay in the processing of my loan application, submitted on [Submission Date]. My application number is [Application Number].

As I have not yet received any updates regarding the status of my loan, I would appreciate it if you could provide me with the reasons for this delay and any expected timelines for resolution. Understanding these factors is important for my financial planning and commitments.

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

Sincerely,  
[Your Name]