

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Loan Officer's Name

Bank/Loan Institution Name

Institution 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 [submission date]. My application reference number is [application/reference number].

I was informed that the processing time would take approximately [estimated time], and it has now been [duration since submission] since I submitted my application. I would appreciate any updates regarding the current status of my loan processing and any additional information you may require from my side to expedite the process.

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

Sincerely,

[Your Name]