

# Confirmation Request for Credit Approval

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request confirmation regarding the status of my credit approval application submitted on [Insert Application Date].

As per our previous correspondence, I understand that the review process typically takes [Insert Time Frame]. However, I would appreciate any updates you can provide regarding my application.

If you require any further information or documentation to expedite the process, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name]  
[Your Address]