

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of my credit application submitted on [Submission Date]. I understand that processing times can vary, and I appreciate your efforts in reviewing my application.

If there are any additional documents or information needed to complete the review, please let me know. I am eager to hear back regarding my application status.

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

Sincerely,

[Your Name]