

Request for Credit Approval Update

Date: [Insert Date]

To,

[Recipient's Name]
[Recipient's Position]
[Company's Name]
[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update regarding the status of my credit approval application submitted on [Insert Submission Date].

As we are eager to move forward with [briefly mention the purpose, e.g., a business transaction, purchasing a property, etc.], your timely update will greatly assist us in our planning and decision-making process.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]