

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization 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 application for the Principal Reduction Program, which I submitted on [Submission Date]. I am eager to learn about any updates or additional information you may need from my end to facilitate the review process.

Understanding the current status of my application would greatly assist me in planning my financial future. I appreciate the time and effort your team is dedicated to this program and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]