

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Loan Officer's Name]
[Bank/Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to request an update on the status of my loan application submitted on [submission date], with the reference number [application/reference number].

As I have not yet received any information regarding the progress of my application, I would greatly appreciate any updates you could provide regarding its status and any further steps I may need to take.

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

Sincerely,
[Your Name]