

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

[Date]

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

Dear [Lender's Name],

We are writing to confirm the status of our joint loan application submitted on [Submission Date]. We appreciate your assistance throughout this process and would like to inquire about any updates related to our application.

Our application is under the names of [Borrower's Name 1] and [Borrower's Name 2], with the application number [Application Number]. Please let us know if you require any additional documentation or information to expedite the process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]  
[Borrower's Name 2]