

Follow-Up on Loan Application

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent loan application submitted on [Insert Date of Application] for [Project/Program Name]. We are eager to hear any updates regarding the status of our application.

As a non-profit organization focused on [Brief Description of Your Mission/Goals], the support from your organization would significantly impact our efforts in [Briefly Explain How the Loan Will Help]. We genuinely believe that this partnership will foster positive outcomes in our community.

If there are any further documents or information needed to assist with the review process, please do not hesitate to let me know. I appreciate your time and consideration regarding our application.

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

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Phone Number]

[Email Address]