

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

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

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally inquire about the current status of my loan application submitted on [Date of Application]. My application reference number is [Reference Number].

Understanding the complexities involved in the loan processing, I would appreciate any updates you could provide regarding my application and if there are any additional documents or information required from my end.

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

Sincerely,
[Your Name]