

# **Subject: Urgent Action Required on Pending Loan Application**

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to follow up on my loan application submitted on [Submission Date]. As of today, I have not received any updates regarding the status of my application, and I would like to kindly urge prompt action on this matter.

The timely approval of this loan is critical for [briefly explain the reason, e.g., purchasing a home, business expansion, etc.]. I believe all necessary documentation has been provided; however, if there are any outstanding issues, please let me know so that I can resolve them immediately.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]