

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Company]

[Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to provide an update on the status of our joint loan application submitted on [date of application].

As of today, we have completed the following steps:

- [Step 1: e.g., provided necessary documentation]
- [Step 2: e.g., completed credit checks]
- [Step 3: e.g., submitted additional information requested]

We are eager to know if there are any further requirements or an estimated timeline for the approval process. Please let us know if there's anything else we can do to expedite this process.

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

Sincerely,

[Your Name]

[Co-applicant's Name]