

John Doe  
123 Maple Street  
Hometown, State, ZIP  
john.doe@email.com  
(123) 456-7890  
[Date]

Loan Officer's Name  
Bank Name  
456 Elm Street  
Hometown, State, ZIP

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to follow up on my personal loan application submitted on [Submission Date]. I would like to inquire about the status of my application and if there is any additional information required from my side to expedite the process.

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

Best regards,  
John Doe