

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Loan Officer's Title]

[Bank/Institution Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my loan application submitted on [application date]. The loan reference number is [loan reference number].

As I have not received any updates regarding my application, I would greatly appreciate it if you could provide me with the current status and any additional information that may be required from my side to facilitate the processing.

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

Sincerely,

[Your Name]