Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to inquire about the status of my loan application submitted on [Insert Application Date] for the amount of [Insert Loan Amount]. I would like to know the current processing duration and if there are any additional documents required to expedite the process.

Your assistance in this matter is greatly appreciated, and I look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]