

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Loan Department
Bank/Loan Company Name
Company Address
City, State, Zip Code

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to follow up on my consumer loan application submitted on [Date of Application]. I would like to provide an update to my personal details.

New Information:

- [Detail 1, e.g., "New Address: 123 New Street, City, State, Zip Code"]
- [Detail 2, e.g., "New Employment: ABC Company, Position"]
- [Detail 3, e.g., "Updated Contact Number: (555) 555-5555"]

Please let me know if any further information is required. I appreciate your assistance in updating my details for my loan application.

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

Sincerely,
[Your Name]