

# **Subject: Request for Update on Government Loan Application**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Department Name]

[Government Agency Name]

[Agency 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 government loan application submitted on [Insert Application Date], with application reference number [Insert Reference Number].

As I am in the process of planning for [insert purpose of the loan], having an update regarding my application would be greatly appreciated.

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

Sincerely,

[Your Name]