Technology Loan Application Clarification

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding my recent application for a technology loan submitted on [insert application date]. I have received confirmation of my application, but I would like to ensure that all required documents and information have been accurately submitted.

Specifically, I would appreciate it if you could provide information on the following:

- Confirmation of the documents received.
- Details of any additional information required.
- The estimated timeline for processing my application.

Sincerely,
[Your Name]