

# Technology Loan Application Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my technology loan application submitted on [insert submission date]. I am eager to know the status of my application and whether there is any additional information you may need from my side to facilitate the process.

The technology loan will significantly support [briefly explain how the loan will help or what you plan to do with it]. I appreciate your assistance and consideration in this matter.

Thank you for your time, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Phone Number]

[Your Email Address]