

Follow-Up Letter for Loan Approval

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Lender's Name]

[Lender's Title]

[Lender's Company]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to follow up on the status of my secondary loan application submitted on [Insert Submission Date]. I am eager to understand if there are any updates regarding the approval process.

As discussed during our last communication, the loan is essential for [briefly mention the purpose of the loan, e.g., home renovation, business expansion]. I appreciate your assistance in facilitating this process.

Please let me know if there are any additional documents or information you require from my side to expedite the approval.

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

Sincerely,

[Your Name]