

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Title]

[Bank/Company Name]

[Bank/Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to inquire about the status of my secondary loan application submitted on [submission date]. My application reference number is [reference number].

It has been [duration] since I submitted my application, and I would appreciate any updates regarding my approval status or any additional information you may require from my end.

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

Sincerely,

[Your Name]