

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Bank or Loan Institution Name]
[Loan Officer's Name]
[Institution Address]
[City, State, ZIP Code]

Dear [Loan Officer's Name],

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

I would appreciate any updates regarding my application status, as I am eager to know the outcome. If there are any additional documents or information needed from my side, please let me know, and I will provide them promptly.

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

Sincerely,
[Your Name]