

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Branch Manager's Name]

BDO Unibank

[Branch Address]  
[City, State, Zip Code]

Dear [Branch Manager's Name],

Subject: Follow-Up on Loan Application Status

I hope this message finds you well. I am writing to follow up on the status of my loan application submitted on [submission date] for [loan type, e.g., personal loan, home loan]. My application reference number is [reference number].

As I have not yet received an update, I would appreciate any information regarding the progress of my application. I am eager to move forward and would like to understand the timeline for the approval process.

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

Sincerely,  
[Your Name]