

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Loan Officer's Name]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],
I hope this letter finds you well. I am writing to inquire about the status of my loan application submitted on [Date of Application]. I would like to confirm my eligibility for the loan and any additional requirements that may be needed to proceed with the application process. My details are as follows:

- Full Name: [Your Full Name]
- Loan Type: [Type of Loan]
- Application Reference Number: [Your Application Number]

I appreciate your assistance and look forward to your prompt response regarding my loan eligibility. Thank you for your attention to this matter.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Typed Name]