

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

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to follow up on my recent loan application submitted on [Date of Application] for [Loan Amount] to be used for [Purpose of the Loan].

As I have not yet received an update, I wanted to inquire about the status of my application and if there are any additional documents or information needed to facilitate the process.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]