

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Loan Officer's Name]
[Mortgage Lender's Name]
[Company Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

Subject: Request for Mortgage Information/Assistance

I hope this message finds you well. I am writing to request information regarding my mortgage application for [property address or application number].

Please provide updates on the following:

1. Current status of my application
2. Estimated timeline for approval
3. Any additional documents or information required

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]