

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Loan Officer's Name]
[Bank or Lender's Name]
[Bank or Lender's Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],
Subject: Inquiry Regarding Loan Approval Status - [Loan Application
Number]

I hope this message finds you well. I am writing to inquire about the status of my loan application submitted on [submission date] for [type of loan, e.g., home mortgage, personal loan, etc.]. The application number is [Loan Application Number].

As I have not yet received any updates, I would greatly appreciate any information regarding the current status of my application and if any additional documentation is required from my side to expedite the process.

Thank you for your assistance. I look forward to hearing from you soon.
Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]