

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

Dear [Loan Officer's Name],

Subject: Request for Loan Application Status

I hope this message finds you well. I am writing to inquire about the status of my loan application submitted on [date of application], with the reference number [application/reference number].

As I am keen to proceed with my plans, I would appreciate any updates regarding my application, including any additional information or documents you may need from my side.

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)]