

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

Dear [Loan Officer's Name],
Subject: Loan Processing Check

I hope this letter finds you well. I am writing to inquire about the current status of my loan application submitted on [date of application]. I would greatly appreciate any updates regarding the processing of my loan, as I am eager to finalize the necessary arrangements. If there are any additional documents or information required from my end, please do not hesitate to let me know.

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

Sincerely,

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