[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Bank/Company Name]
[Bank/Company Address]
[City, State, Zip Code]
Subject: Loan Verification Confirmation
Dear [Recipient's Name],
I hope this message finds you well. I am writing to confirm the verification of my loan application submitted on [date of application] for the amount of [loan amount] with loan reference number [loan reference number].
Please find below the details for your records:
- Borrower's Name: [Your Full Name]
- Loan Type: [Type of Loan]
- Application Date: [Date of Application]
- Status: [Current Status of Loan Application]
If you require any further information or documentation to assist with the loan verification process, please do not hesitate to reach out to me directly at [your phone number] or [your email address].
Thank you for your attention to this matter. I look forward to your prompt confirmation of my loan verification.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]