

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

Dear [Loan Officer's Name],

Subject: Inquiry Regarding Loan Status - [Loan Number or Application ID]

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

As of today, I have not yet received any updates regarding the progress of my application, and I would appreciate any information you can provide on its current status.

Please let me know if there are any additional documents or information required from my side to expedite the process.

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)]