

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

[Recipient's Name]
[Recipient's Position]
[Company/Bank Name]
[Company/Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Equity Loan Status Update

I hope this letter finds you well. I am writing to request an update on the status of my equity loan application, which I submitted on [submission date].

As per our last conversation on [date of last contact], I understand that the review process typically takes [specific time frame]. However, I would appreciate any updates you can provide regarding my application status, next steps in the process, and any additional information or documentation you may require from my end.

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)]