

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

Dear [Recipient Name],

Subject: Loan Status Update Request - [Loan Account Number]

I hope this message finds you well. I am writing to inquire about the current status of my loan application for [Loan Type, e.g., auto loan, personal loan] with account number [Loan Account Number].

I submitted my application on [Submission Date] and would appreciate any updates regarding its progress. If there are any additional documents required from my end, please let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]