

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

Dear [Loan Officer's Name],

Subject: Follow-Up on Loan Application - [Your Loan Application Number]

I hope this message finds you well. I am writing to follow up on my loan application submitted on [date of application] for [specify loan type or amount].

I appreciate your assistance thus far and would like to inquire about the current status of my application. If there are any additional documents or information needed to expedite the process, please let me know.

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

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]