

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

[Recipient's Name]  
[Recipient's Title]  
[Bank or Lending Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Follow-Up on Personal Loan Inquiry

I hope this message finds you well. I am writing to follow up on my recent inquiry regarding a personal loan I submitted on [date of inquiry]. I wanted to check on the status of my application and gather any additional information that may be required from my side to expedite the process.

Please let me know if there have been any updates or if there is anything further I need to provide. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]