

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

Subject: Inquiry Regarding PPP Loan Status

Dear [Loan Officer's Name or Customer Service Department],
I hope this message finds you well. I am writing to inquire about the status of my Paycheck Protection Program (PPP) loan application submitted on [insert submission date].

My business details are as follows:

- Business Name: [Your Business Name]
- Business Address: [Business Address]
- Application Number: [Your Application Number]

As we are eager to proceed with our business operations and planning, I would greatly appreciate any updates you may have regarding the status of my application. Additionally, if there are any outstanding documents or information required from my side, please let me know, and I will address them promptly.

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

Sincerely,

[Your Name]
[Your Title or Position]
[Your Business Name]