

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

TD Bank

[Branch Address]  
[City, State, Zip Code]

Dear TD Bank Loan Officer,

Subject: Inquiry Regarding Loan Status - [Loan Application Number]

I hope this message finds you well. I am writing to inquire about the status of my loan application submitted on [Submission Date]. My application number is [Loan Application Number].

I would appreciate any updates you can provide regarding the progress of my application. If there are any additional documents or information needed from my side, please let me know.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]