

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

[Recipient's Name]
[Title]
[Bank/Financial Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent loan application submitted on [submission date]. I wanted to inquire about the status of my application and see if there are any additional documents or information you might need from my side to expedite the process.

I appreciate your attention to my request and look forward to your prompt response. Thank you for your consideration.

Sincerely,
[Your Name]