

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to follow up on the status of my application for a zero-interest loan submitted on [submission date].

As it has been [number of weeks/months] since my initial submission, I would appreciate any updates you can provide regarding my application's progress. Understanding the status will help me plan accordingly.

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

Sincerely,  
[Your Name]