

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Bank/Financial Institution's Name]
[Bank/Financial Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the status of my loan application submitted on [date of application]. My application reference number is [application number].

I am eager to know if there have been any updates regarding the approval process, as I am planning [briefly state your purpose for the loan]. If additional information or documentation is needed, please let me know, and I will be happy to provide it promptly.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]