

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company Name or Bank Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry Regarding Loan Approval Status

I hope this message finds you well. I am writing to inquire about the status of my loan application that was submitted on [Date of Application] for [Type of Loan] with the reference number [Loan Reference Number].

I would appreciate any updates regarding my application, including any necessary documentation that may still be required from my end.

Furthermore, if there are additional steps I need to take or if there's a timeline for the approval process, please let me know. I am eager to move forward and appreciate your assistance with this matter.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]