

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Loan Officer's Name]
[Bank/Loan Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],
I hope this message finds you well. I am writing to inquire about the status of my loan application submitted on [submission date] for [loan amount].

Please let me know if you require any additional information or documentation from my side.

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

Sincerely,
[Your Name]