

[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],

Subject: Loan Approval Verification

I hope this message finds you well. I am writing to formally request verification of the approval status for my loan application submitted on [Date of Application].

As per the details provided in my application, I would appreciate it if you could confirm the approval status, the loan amount approved, and any additional information regarding the terms and conditions associated with the loan.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]