

[Company Header/Logo]

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Formal Response to Escalated Loan Inquiry - Application #[Application Number]

Dear [Applicant Name],

This letter is in response to your escalated inquiry regarding the status of your loan application, received on [Date of Escalation]. We understand the importance of this financing and appreciate your patience while we conducted a thorough review of your file.

Your application is currently in the following stage: **[Current Status: e.g., Final Underwriting / Secondary Review / Pending Documentation]**.

The review process has been extended due to [Reason for delay: e.g., high application volume / complex income verification / additional property appraisal requirements]. To move forward, our team is currently performing the following actions:

- [Action Item 1]
- [Action Item 2]

Required Information:

[Specify if anything is needed from the applicant, or state "At this time, no further action is required from your side."]

We anticipate a final decision or a further update by [Estimated Date]. Please be assured that your application is being prioritized by our senior underwriting team.

Should you have any immediate questions, you may contact your dedicated representative, [Name], directly at [Phone Number] or [Email Address].

Thank you for your continued patience and for choosing [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Department Name]