

[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

Subject: Update on Loan Application #[Application Number]

Dear [Applicant Name],

Thank you for choosing [Financial Institution Name] for your financing needs. We are writing to provide you with an update regarding your recent loan application submitted on [Submission Date].

Your application is currently: **[Status: Under Review / Provisionally Approved / Pending Documentation / Declined]**.

[Conditional Section: If Pending Documentation]

To continue with the processing of your request, we require the following additional items:

- [Document 1]
- [Document 2]

Please submit these documents by [Deadline Date] via [Submission Method].

[Conditional Section: If Under Review]

Our underwriting team is currently evaluating your file. We expect to reach a final decision by [Estimated Date]. No further action is required from you at this time.

You can track the real-time progress of your application through our online portal at [Website URL] or by contacting our loan department at [Phone Number].

Thank you for your patience and for the opportunity to serve you.

Sincerely,

[Officer Name]
[Title]
[Financial Institution Name]