

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Loan Officer Name or Department]
[Financial Institution Name]
[Institution Address]

RE: Status Inquiry for Loan Application #[Application Reference Number]

Dear [Recipient Name],

I am writing to formally inquire about the current status of my loan application, which was submitted on [Date of Submission]. According to the online portal, the application is currently listed as "Under Review."

I would appreciate an update regarding the timeline for a final decision. Additionally, please let me know if there are any further documents or information required from my side to expedite the process.

Thank you for your time and assistance. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]