

[Date]

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

Subject: Status Update for Loan Pre-Approval Application #[Application Number]

Dear [Applicant Name],

Thank you for contacting [Financial Institution Name] regarding the status of your loan pre-approval application.

We are pleased to inform you that your application is currently [Status: e.g., Under Review / Provisionally Approved / Pending Information].

[Option A: If Approved] Your pre-approval certificate is attached to this letter. This pre-approval is valid until [Expiration Date] for a maximum amount of [Amount].

[Option B: If Pending] To finalize our decision, we require the following additional documentation: [List Documents]. Please submit these items at your earliest convenience.

[Option C: If Under Review] Our underwriting team is currently evaluating your file. We expect to have a final determination by [Expected Date].

If you have any further questions, please contact your loan officer, [Officer Name], at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name]  
[Your Title]  
[Financial Institution Name]