

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Loan Officer Name]
[Financial Institution Name]
[Branch Address]
[City, State, Zip Code]

RE: Notification regarding Loan Application/Account Number: [Account Number]

Dear [Loan Officer Name],

I am writing to formally notify you regarding a change in my [financial status / employment / contact information] related to my current loan application for [Property Address or Loan Type].

The specific details of this notification are as follows:

- [Detail 1: e.g., Change in employer or position]
- [Detail 2: e.g., Update on credit inquiries or new debts]
- [Detail 3: e.g., Documentation being provided as an attachment]

I have attached the necessary supporting documentation to this letter for your review. Please let me know if these updates impact my eligibility or if additional information is required to proceed with the processing of my loan.

Thank you for your assistance and your prompt attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Signature]
[Your Printed Name]