

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

[Date]

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

Subject: Regarding Mortgage Loan Application Status - Application #[Your Application Number]

Dear [Loan Officer Name],

I am writing to formally request an update regarding the status of my mortgage loan application, which was submitted on [Submission Date] for the property located at [Property Address].

According to my records, the last update I received was on [Date of Last Contact], at which point the application was [mention previous stage, e.g., in underwriting / awaiting appraisal].

Could you please provide information on the following:

- The current stage of the approval process.
- If there are any outstanding documents or information required from my side.
- The estimated timeline for the final decision.

I am eager to move forward with this process. If there is anything I can do to expedite the review, please let me know at your earliest convenience.

Thank you for your time and assistance.

Sincerely,

[Your Signature]
[Your Printed Name]