

Letter to Bank Inquiring about Status of Loan or Credit Application

This package contains:

1. Instructions & Checklist for Writing a Letter to Bank Inquiring about the Status of a Loan or Credit Application
2. Letter to Bank Inquiring about the Status of a Loan or Credit Application

Instructions & Checklist for a Letter to Bank Inquiring about the Status of a Loan or Credit Application

- This package contains: (1) Instructions & Checklist for a Letter to Bank Inquiring about the Status of a Loan or Credit Application; and (2) Letter to Bank Inquiring about the Status of a Loan or Credit Application.

- This form is designed to assist you in drafting a letter to the bank where you have filed an application, providing a reason why you are requesting that the processing of the application be expedited.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

September 9, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Re: [Loan Request No. _____]

Dear [Name of Recipient]:

I am writing regarding the status of my [loan/credit] application, which you received more than [No. of days/weeks] ago. On [Date ___], during a brief phone conversation, you assured me that the application was complete and that it had already been placed on the loan committee's calendar for review. You also said that it did not appear there would be any problem in granting my request, and that I should have a response by [Date ____]. Although that date has come and gone, I have still not heard from the bank.

At this point, I am very concerned, because, as I indicated earlier, the matter is time-sensitive. I need access to the requested funds for [Here review briefly the urgency, i.e., *to invest in a project that has a firm deadline*].

As a long-time customer, I value the service you have provided in the past, and I expected the same quality when I submitted this application. I would appreciate it if you would investigate the matter for me at your earliest opportunity; please call me on my cell phone [Cell Phone No.] for a brief status report.

Thank you in advance for your prompt attention to this pressing matter.

Sincerely,

[Your Name]

Enclosures