

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Status of Your Underwriting Review - Application #[Application Number]

Dear [Applicant Name],

Thank you for your recent application for [Type of Insurance/Loan]. We are writing to provide you with an update regarding the status of your underwriting review.

Your application is currently: **[In Progress / Pending Additional Information / Under Final Review]**.

To complete our assessment, we require the following items:

- [Required Document 1]
- [Required Document 2]
- [Additional Information Request]

Please submit these documents by [Due Date] to avoid any delays in processing. Once all information is received, our team will conduct a final evaluation. We expect to provide you with a formal decision by [Estimated Decision Date].

If you have any questions or have already sent these documents, please contact our underwriting department at [Phone Number] or [Email Address].

Thank you for your patience during this process.

Sincerely,

[Underwriter Name]

[Company Name]

[Department Name]