

[Date]

[Loan Officer Name]

[Lending Institution Name]

[Address]

[City, State, Zip Code]

Re: Pre-Approval Status Check-In - [Applicant Name(s)]

Dear [Loan Officer Name],

I hope you are doing well. I am writing to follow up on the status of my mortgage pre-approval application submitted on [Date].

As I am actively viewing properties, I want to ensure that my file is complete and that I have a clear understanding of my current borrowing limit. Could you please provide an update on the progress of my application?

Additionally, please let me know if there are any further documents or updated financial statements required from my side to finalize the pre-approval letter.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]