

# Letter of Explanation for Export Control Approval Delay

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide an update regarding the status of our export control approval that was submitted on [insert submission date].

Unfortunately, we have experienced an unforeseen delay in the approval process due to [briefly explain reason for delay, e.g., additional documentation requirements, review backlog, or regulatory changes]. We are actively working to address these issues and anticipate that we will be able to resolve them shortly.

We understand the importance of this approval for our operations and your support throughout this process is greatly appreciated. We will keep you informed of any updates and are hopeful to receive the necessary approval by [insert expected resolution date].

Thank you for your understanding and patience regarding this matter. Please do not hesitate to reach out if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]