

Apology Letter for Manual Processing Delay

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay you have experienced in the manual processing of your [specific request or application]. We understand how important this matter is to you and regret any inconvenience this may have caused.

Unfortunately, unforeseen circumstances arose that impacted our processing timeline. We are actively working to resolve these issues to ensure that your request is completed as soon as possible.

Thank you for your patience and understanding during this time. We value your trust and are committed to providing you with the best service possible.

If you have any further questions or concerns, please do not hesitate to contact me directly at [Your Contact Information].

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Email Address]

[Your Phone Number]