

# Notification of Manual Processing Delay

Dear [Recipient's Name],

We are writing to inform you that the processing of your [application/request] has encountered a delay. Due to [reason for delay], we are unable to complete the processing within the usual timeframe.

We understand the importance of this matter and are working diligently to resolve the issue as quickly as possible. We anticipate that the processing will be completed by [expected resolution date].

Please rest assured that we will keep you updated on the status of your [application/request]. If you have any questions or require further assistance, feel free to reach out to us at [contact information].

Thank you for your understanding and patience during this time.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]