

Subject: Request for Your Patience Concerning Processing Delays

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about an ongoing delay in the manual processing of your request/application.

We are currently experiencing a high volume of requests, and while we are doing our best to address each one promptly, this has led to some unavoidable delays in our processing times. We greatly appreciate your understanding and patience during this period.

Please rest assured that we are working diligently to resolve this matter, and we will keep you updated on the progress of your request.

If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]