

Update on Manual Processing Delay

Dear [Recipient's Name],

We hope this message finds you well. We wanted to inform you about an update regarding the manual processing of your request submitted on [Submission Date].

Unfortunately, we are experiencing a delay due to [reason for delay, e.g., high volume of requests, unexpected circumstances]. We are actively working to resolve this issue and expect to complete the processing by [Expected Resolution Date].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and patience during this time.

If you have any questions or need further assistance, please feel free to reach out to us at [Contact Information].

Thank you for your continued support.

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