

Apology for Delayed Processing

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in processing your [specific request or application]. We understand how important this matter is to you, and we take full responsibility for the inconvenience caused.

The delay was due to [brief explanation of the reason for the delay], which was unforeseen. We are actively working to resolve the issue and anticipate that your request will be processed by [provide a timeframe for resolution].

We value your patience and understanding during this time. Should you have any further questions or require assistance, please do not hesitate to contact me directly at [your contact information].

Thank you for your understanding, and we appreciate your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]