

Letter of Regret for Delay in Processing Your Request

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to sincerely apologize for the delay in processing your request regarding [specific request details].

We understand how important this matter is to you, and we genuinely regret any inconvenience this may have caused. Please rest assured that we are working diligently to resolve the issue and ensure that your request is handled as promptly as possible.

Thank you for your patience and understanding in this matter. If you have any further questions or require additional information, please do not hesitate to reach out to us.

Warm regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]