

Dear [Borrower's Name],

We are writing to inform you that we have encountered a delay in processing your loan application dated [Loan Application Date]. We understand how important this loan is to you, and we appreciate your patience during this time.

Our team is currently reviewing your application and working diligently to resolve the issues causing this delay. We anticipate that your application will be processed by [Estimated Resolution Date].

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information]. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]