

Subject: Apology for Delay in Loan Processing

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in processing your loan application submitted on [Submission Date]. We understand that this may have caused you inconvenience and frustration.

The delay was due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, increased volume of applications, etc.]. Please rest assured that we are working diligently to resolve this issue and expedite the processing of your loan.

We value your business and appreciate your patience during this time. We are committed to providing you with the best service possible and aim to have your loan approved by [Estimated Completion Date].

Once again, I apologize for any inconvenience this may have caused. If you have any questions or require further assistance, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]