

Letter of Explanation for Loan Processing Holdup

Date: [Insert Date]

To: [Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I am writing to provide an explanation for the holdup in the processing of my loan application submitted on [Insert Application Date]. I appreciate your attention to my application and would like to clarify the circumstances that have contributed to the delay.

Recently, I experienced [briefly explain the reason, e.g., a sudden medical emergency, loss of income, or documentation issues], which has impacted my ability to provide all the necessary documents on time. I have since resolved these issues by [explain how you resolved the issue or any steps taken to ensure timely responses moving forward].

As of now, I have compiled and attached all required documentation to this letter for your review. I sincerely apologize for any inconvenience this may have caused and appreciate your understanding.

Thank you for your continued assistance in the processing of my loan application. Should you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]