

Important Information Regarding Your Loan Application

Dear [Borrower's Name],

Thank you for choosing [Bank/Company Name] for your loan needs. We want to inform you that there has been a delay in the processing of your loan application dated [Application Date]. We understand that this may cause inconvenience, and we sincerely apologize for the delay.

Next Steps:

1. **Review Your Application:** Please ensure all required documents have been submitted correctly. You can log in to your account to check the status.
2. **Contact Us:** If you have any questions or need further assistance, please reach out to our customer service team at [Phone Number] or [Email Address].
3. **Prepare for Possible Additional Information:** We may require further documentation to expedite the process. Be prepared to provide [List any common additional documents].
4. **Stay Updated:** We will send you updates via email or SMS regarding the status of your application.

We appreciate your patience and understanding during this time. We are committed to resolving this issue as quickly as possible and will keep you informed every step of the way.

Best Regards,
[Your Name]
[Your Title]
[Bank/Company Name]
[Contact Information]