

# Apology for Delayed Loan Disbursement

Date: [Insert Date]

Dear [Borrower's Name],

We hope this message finds you well. We are writing to sincerely apologize for the delay in the disbursement of your loan application number [Loan Application Number]. We understand that you were expecting to receive these funds by [Expected Date], and we regret any inconvenience this may have caused you.

The delay was due to [briefly explain reason if appropriate, e.g., unexpected administrative issues, high volume of applications, etc.]. Please rest assured that we are actively working to resolve this issue and expedite the process.

We value your trust and commitment to us and are making every effort to ensure that your loan is disbursed as quickly as possible. We expect to have your funds available by [New Expected Date].

If you have any questions or need further assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and patience during this time.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]