

# Assurance Letter for Loan Delay Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Bank Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Assurance for Resolution of Loan Delay

I am writing to formally assure you that we are actively addressing the delay in the processing of our loan application dated [insert loan application date]. We understand the importance of timely communication and commitment in this regard.

Our team has been working diligently to resolve the outstanding issues related to the loan. We have [insert details about steps taken or actions being taken to resolve the delay]. Furthermore, we anticipate having everything in order by [insert estimated date for resolution].

We value our relationship with [Company/Bank Name] and appreciate your understanding as we work through this matter. Please rest assured that we are making every effort to expedite the process.

If you have any further questions or require additional information, please do not hesitate to reach out to me directly at [insert your phone number] or [insert your email address].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]