

# Formal Notice of Extended Loan Processing Time

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip]

Dear [Recipient Name],

We are writing to inform you that the processing time for your loan application originally submitted on [Insert Submission Date] has been extended. This extension is due to [reason for the delay, e.g., high volume of applications, additional documentation required].

We are currently working diligently to process all applications and appreciate your patience during this time. We anticipate that your loan application will be processed by [Insert New Expected Date].

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip]