

Utility Loan Application Processing Delay Explanation

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you about an unexpected delay in the processing of your utility loan application submitted on [Insert Submission Date].

Despite our best efforts, we have encountered some unforeseen circumstances that have impacted our timeline. These circumstances include [briefly outline the reasons for the delay, e.g., increased application volume, required additional documentation, etc.].

We understand that this delay may cause inconvenience, and we sincerely apologize for any disruption it may have caused. Please rest assured that our team is actively working to resolve these issues as swiftly as possible, and we are committed to keeping you informed throughout the process.

We anticipate that your application will be processed by [Insert New Expected Date]. If you have any questions or need further assistance, please feel free to contact us at [Insert Contact Information].

Thank you for your understanding and patience during this time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]