

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Loan Processing Delay - Loan Application #[Application Number]

Dear [Applicant Name],

We are writing to inform you that there is a delay in the processing of your loan application.

The delay is due to the following reason(s):

[Insert Reason: e.g., High volume of applications / Pending third-party verification / Additional documentation required]

Our team is working to resolve this as quickly as possible. We anticipate that the review process will be completed by [Expected Date]. Once the review is finished, we will notify you immediately regarding the status of your application.

If you have any questions or would like to provide additional information, please contact our loan department at [Phone Number] or [Email Address].

Thank you for your patience and for choosing [Financial Institution Name].

Sincerely,

[Your Name/Department]

[Financial Institution Name]