

[Agency Name]
[Department/Division]
[Street Address]
[City, State, Zip Code]
[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

RE: Notice of Processing Delay - [Application/Case Number]

Dear [Applicant Name],

This letter is to provide you with a status update regarding your pending application for [Type of Benefit/License/Service], received on [Date].

Due to [Reason for Delay: e.g., high volume of applications / technical issues / staffing shortages], our office is currently experiencing a delay in processing. We understand the importance of this request and apologize for any inconvenience this may cause.

Current Status: [Status: e.g., Under Review / Pending Verification]

Estimated Completion Date: [Date]

No further action is required from you at this time. If additional information or documentation is needed to complete your file, our office will contact you directly.

You may check the status of your application online at [Website URL] or contact our support line at [Phone Number] during regular business hours.

Thank you for your patience.

Sincerely,

[Name/Signature]
[Title]
[Agency Name]