

[Date]

[Petitioner Name]

[Address Line 1]

[City, State, Zip Code]

RE: Notice of Processing Delay

Petition Reference Number: [Reference Number]

Subject: [Petition Subject/Title]

Dear [Petitioner Name],

We are writing to provide you with an update regarding the status of your petition submitted on [Submission Date].

Due to [Reason for Delay: e.g., high volume of submissions / administrative backlog / required additional review], the processing of your petition is taking longer than the standard timeframe. We sincerely apologize for this delay and any inconvenience it may cause.

Please be assured that your request is currently under review. We anticipate that a final decision or further update will be issued by [Expected Completion Date].

No further action is required from you at this time. We will notify you immediately once the review process is complete.

Thank you for your patience and cooperation.

Sincerely,

[Your Name/Signature]

[Your Title]

[Department/Organization Name]