

Apology Letter for Delay in Submitting Documents

To,
Mark Johnny
Central London

Sub :Regret for delay in submitting documents

Dear Mark,

We have received your loan application and successfully processed it but due to our branch server failure your documents are not submitted at our head office and that's why it might take few more days.

We are so sorry for inconvenience and we assure you clearing of your loan by next 3-4 working days. If you any further queries then you can write back to us.

Thanks,

Roy Hodgson
Branch manager
Network Banks

