

Apology Letter for Delay in Work

To,
Mary Ford
Old Town
West London

Sub: Regret for delay in work

Dear Mary,

We have received your application for personal loan and it was supposed to be cleared last week but due to auditing of our records we are not able to process your personal loan application. We regret for inconvenience caused to you.

However, we assure you that your personal loan would be cleared by end of this week and amount will be credited in the account.

Feel free to contact us for any sort of queries.

Thanks,

Robin Williams
Branch manager
United linked Bank

