

Notice of Delayed Maintenance Services

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a delay in the scheduled maintenance services for [specific service or location].

Due to [reason for delay], we regret to inform you that the maintenance, originally scheduled for [original date], will now be postponed to [new date]. We apologize for any inconvenience this may cause and assure you that we are taking steps to expedite the process.

Thank you for your understanding and patience during this time. If you have any questions or concerns, please do not hesitate to contact us at [contact information].

Sincerely,

[Your Name]

[Your Position]

[Your Company]