

Notice of Extended Service Timelines

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding our service timelines.

Due to [reason for extension, e.g., unforeseen circumstances, increased demand, etc.], we have made the decision to extend our service timelines for the following projects:

- Project Name 1 - New completion date: [New Date]
- Project Name 2 - New completion date: [New Date]
- Project Name 3 - New completion date: [New Date]

We understand that this may cause some inconvenience, and we appreciate your understanding and patience as we work to deliver the best service possible. If you have any questions or concerns, please feel free to reach out to us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]