

Service Delay Notification

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of a delay in the service you requested on [Service Request Date]. Unfortunately, due to [Reason for Delay], we are unable to fulfill your request as scheduled.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding during this time. We are currently working diligently to resolve the issue and expect to resume normal service by [New Expected Completion Date].

If you have any questions or concerns, please do not hesitate to reach out to us at [Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]