

Update on Postponed Service Schedule

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that the service originally scheduled for [original date] has been postponed.

The new date for the service is [new date]. We apologize for any inconvenience this may cause and appreciate your understanding as we navigate through these changes.

Please feel free to reach out to us if you have any questions or concerns regarding this update.

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Position]
[Your Company]