

Notice of Installation Delay

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that the installation of your telecom service originally scheduled for [Original Installation Date] has been delayed due to [Reason for Delay].

We understand the importance of having reliable service and sincerely apologize for any inconvenience this may cause. We are currently working diligently to resolve the issue and anticipate rescheduling your installation for [New Installation Date].

If you have any questions or require further assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email Address].

Thank you for your understanding and patience during this time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]