

# Important Notification Regarding Your Telecom Service Installation

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about a delay in the installation of your telecom services scheduled for [original installation date].

Due to [reason for delay, e.g., unexpected technical issues, equipment shortages], we are unable to proceed as planned. We understand how important these services are to you, and we are actively working to resolve the situation as quickly as possible.

We estimate that your installation will be rescheduled to [new installation date]. Our team will keep you updated throughout this process and ensure that any further changes are communicated promptly.

Thank you for your understanding and patience during this time. Should you have any questions or need assistance, please do not hesitate to contact our customer service team at [customer service contact information].

Sincerely,  
[Your Company Name]  
[Your Company Contact Information]