

Service Delay Announcement

Dear Stakeholders,

We hope this message finds you well. We are writing to inform you that we are experiencing an unexpected delay in our services due to [reason for delay]. We understand the importance of our services to your operations and are working diligently to resolve the issue.

We anticipate that normal service will resume by [expected resolution date]. We appreciate your patience and understanding during this time.

If you have any questions or require further information, please do not hesitate to reach out to us at [contact information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]