

Service Delivery Failure Notice

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you that, unfortunately, there has been a failure in the delivery of the service you are entitled to receive from us. The details of the service in question are as follows:

- Service Type: [Insert Service Type]
- Scheduled Delivery Date: [Insert Date]
- Reference Number: [Insert Reference Number]

We sincerely apologize for any inconvenience this may have caused you. We recognize the importance of timely service delivery and are actively working to resolve this issue.

To ensure this matter is rectified, please contact us at [Insert Contact Number] or [Insert Email Address]. We appreciate your understanding and patience as we work to resolve this situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]