

# Notification of Delayed Service

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about a delay in the service you requested on [Service Request Date]. Unfortunately, due to [brief explanation of the reason for the delay], we are unable to fulfill your request on the anticipated timeline.

We sincerely apologize for any inconvenience this may cause and are committed to resolving this issue as quickly as possible. We expect to have the service available by [New Expected Date].

Thank you for your understanding and patience in this matter. If you have any questions or require further assistance, please feel free to contact us at [Customer Service Phone Number] or [Email Address].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]