

# Service Provision Issue Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address an issue we have encountered regarding the service provision for [specific service name] that was scheduled on [date of service].

Unfortunately, [describe the issue, e.g., the service was not delivered as promised, there was a delay, etc.]. This has caused [explain the impact of the issue, e.g., inconvenience, loss, etc.]. We appreciate your attention to this matter and would like to find a resolution as soon as possible.

We kindly request that you [suggest a proposed solution, e.g., provide the service at a new date, issue a refund, etc.]. We believe this will help restore our trust in your services.

Thank you for your prompt attention to this issue. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]