

Letter of Acknowledgment for Delays in Service Response

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We would like to express our sincere apologies for the delay in responding to your inquiry regarding [specific issue or service]. We understand that timely service is crucial, and we appreciate your patience during this period.

Due to [brief explanation of the reason for the delay, e.g., high volume of requests, unforeseen circumstances], we have been unable to provide a response within our usual time frame. We are currently working to resolve this issue and ensure that your needs are met as quickly as possible.

Rest assured that we are prioritizing your request and expect to have a resolution by [insert estimated date]. If you have any further questions or if there is anything we can assist you with in the meantime, please do not hesitate to reach out.

Thank you for your understanding and your continued trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]