

Letter of Understanding

Date: _____

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal understanding regarding the delayed service for the product [Product Name], originally scheduled for delivery on [Original Delivery Date]. We acknowledge that unforeseen circumstances have led to this delay, and we appreciate your patience during this time.

We are committed to ensuring that the service is completed by [New Delivery Date]. In the meantime, we will keep you updated on any progress and are here to assist with any questions or concerns you may have.

Thank you for your understanding. We value your business and look forward to serving you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]