

# Acknowledgment of Service Delay

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We acknowledge receipt of your communication regarding the delay in the services scheduled for [insert service details]. We understand that unforeseen circumstances have affected your ability to provide the services as planned.

We appreciate your transparency in notifying us about this issue, and we look forward to your prompt resolution of the situation. Please keep us updated on the progress, and let us know if there is any additional information you require from our side.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]