

Subject: Explanation for Delay in Service

Dear [Vendor's Name],

I hope this message finds you well. I am writing to inform you about the delay in service related to [specific service or product] that we discussed on [date]. We understand that timely service is crucial, and we sincerely apologize for any inconvenience this may have caused.

The delay was due to [brief explanation of the reason, e.g., supply chain issues, staffing shortages, unexpected circumstances]. We are actively working to resolve the situation and expect to have everything back on track by [expected resolution date].

We appreciate your understanding and patience during this time. If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your continued partnership.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]