

Apology for Maintenance Delay

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 sincerely apologize for the delay in the maintenance service that was scheduled for your property on [original date]. We understand how important it is to maintain a safe and comfortable environment, and we recognize the inconvenience this delay may have caused you.

The delay was due to [brief explanation of the reason for the delay], which was unforeseen and out of our control. Please rest assured that we are actively working to resolve this issue and expect to have the maintenance completed by [new proposed date].

We value your patience and understanding in this matter, and we are committed to providing you with the quality service you expect and deserve. If you have any further questions or concerns, please do not hesitate to reach out to me directly at [your contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]