

Notification of Service Delay

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a delay in the services provided by our agency. Due to [brief explanation of the reason for delay, e.g., unforeseen circumstances, high demand, etc.], we are currently experiencing delays that may affect your ongoing services.

Ensure that we are doing our utmost to resolve this situation as quickly as possible. We expect to resume normal service levels by [insert expected date of resumption]. In the meantime, we encourage you to reach out to our office if you have any questions or require immediate assistance.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and patience during this time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Contact Information]