

# Notice of Delayed Transportation Service

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that due to unforeseen circumstances, your scheduled transportation service on [Date] has been delayed.

We understand how important timely service is, and we sincerely apologize for any inconvenience this may cause you. The delay is due to [brief reason for the delay, e.g., "adverse weather conditions" or "mechanical issues"], and we are actively working to resolve the situation as quickly as possible.

We anticipate that your service will resume by [Estimated Time or Date]. If you require immediate assistance or have further questions, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and patience in this matter.

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