

Service Delay Request

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to formally request a delay in the [specific service] that was originally scheduled for [original date]. Due to [reason for delay], I am unable to proceed as planned.

I kindly ask if it would be possible to reschedule the service to a later date, preferably [suggested new date]. I understand the importance of your schedule and appreciate your consideration of my request.

Thank you for your understanding and assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]