

Notification of Service Delays

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about the recent delays in our services that have been affecting our valued customers.

We have been experiencing consistent delays due to [reason for delays, e.g., supply chain issues, staffing shortages]. We understand the inconvenience this may have caused, and we want to assure you that we are actively working to resolve these issues.

Your satisfaction is our top priority, and we appreciate your understanding during this time. We are committed to providing you with timely updates and restoring our service levels as quickly as possible.

Thank you for your patience and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]