

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about a delay in the installation of the [specific service] that was scheduled for [original installation date].

Due to [brief explanation of the reason for the delay], we regret to inform you that we are unable to proceed with the installation as planned. We understand the importance of this service to your operations, and we sincerely apologize for any inconvenience this may cause.

Please be assured that we are working diligently to resolve the issue and expect to complete the installation by [new installation date]. Our team is committed to keeping you updated on our progress.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [contact information]. We appreciate your understanding and patience during this time.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]