

# Apology for Service Installation Delay

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an unexpected delay in the installation of your service originally scheduled for [original date].

Due to [brief explanation of the reason for the delay], we are unable to complete the installation as planned. We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve the issue.

Your new installation date has been rescheduled to [new date]. Our team is committed to providing you with the highest level of service, and we are making every effort to ensure that this delay is minimized.

If you have any questions or require further assistance, please do not hesitate to contact us at [contact information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]