

# Service Installation Rescheduling Notice

Date: [Insert Date]

Client Name: [Client's Name]

Client Address: [Client's Address]

Email: [Client's Email]

Phone Number: [Client's Phone Number]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that the service installation originally scheduled for [Original Date] has been rescheduled due to [Reason for Rescheduling]. We sincerely apologize for any inconvenience this may cause.

The new installation date is [New Date] at [New Time]. Please let us know if this schedule works for you or if further adjustments are needed.

Thank you for your understanding and cooperation. If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]