

Service Delay Acknowledgment

Dear [Customer's Name],

We hope this message finds you well. We are writing to acknowledge the delay in the service you have been expecting from us. We understand how important this matter is to you, and we sincerely apologize for any inconvenience this may have caused.

Due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, high demand, etc.], we are unable to deliver our services as scheduled. We are actively working to resolve the situation and anticipate that your service will resume by [estimated resolution date].

Your dedication as our valued customer is deeply appreciated, and we assure you that we are making every effort to expedite our processes. If you have any questions or require further assistance, please don't hesitate to reach out to our support team at [support contact information].

Thank you for your understanding and patience during this time.

Warm regards,

[Your Name]

[Your Position]

[Your Company]