

Service Delivery Issue Notification

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a service delivery issue that has recently come to our attention. We have encountered a disruption in the [specific service] that we provide, which has affected our ability to fulfill our commitments to you and your organization.

The issue was first reported on [insert date] and has resulted in [briefly describe the impact, e.g., delays, service unavailability]. We understand the importance of this service to your operations and sincerely apologize for any inconvenience this may have caused.

We are actively working to resolve this problem and are taking the following steps:

- [Step 1: Describe action being taken]
- [Step 2: Describe action being taken]
- [Step 3: Describe action being taken]

We appreciate your understanding and patience during this time. Our team is committed to resolving this issue as swiftly as possible, and we expect to have a resolution by [insert expected resolution date].

If you have any questions or require further information, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]