

Service Delay Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about a delay in the service that you have requested on [date]. Unfortunately, due to [reason for delay], your service will not be able to proceed as scheduled.

We sincerely apologize for any inconvenience this may cause and are actively working to resolve the issue. We anticipate that your service will be restored by [estimated date].

Thank you for your understanding and patience in this matter. If you have any questions or require further assistance, please do not hesitate to contact us at [contact information].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]