

Inquiry Regarding Service Delay

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the delay I have experienced regarding [specific service or product] that was scheduled for [original date or timeframe]. As of today, I have not received any communication regarding the status of this service.

Could you please provide an update on the situation? I would appreciate any information you can share regarding the cause of the delay and the anticipated timeline for resolution.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]