

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the [specific service] that was scheduled for [original date]. It has come to my attention that there has been a delay, and I would like to know more about the reasons behind this and the estimated timeline for resolution.

It is important for us to have clarity on this matter to make informed decisions moving forward. Your prompt response would be greatly appreciated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]