

Notification of Service Delay

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an unexpected delay in [specific service or product] that may impact your experience with us.

Due to [brief explanation of the reason for the delay], we are unable to fulfill your order on the initially promised date of [original date]. We anticipate that the delay will affect your service until approximately [new estimated date].

We understand how important this service is to you, and we sincerely apologize for any inconvenience this may cause. Please rest assured that we are doing everything possible to expedite the process and minimize the delay.

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

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]