

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider'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], as I have not received any updates regarding its progress.

Given that the service is now delayed, I would appreciate it if you could provide me with an update on the estimated completion date or any pertinent information regarding this matter.

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

Sincerely,

[Your Name]