

Important Notification Regarding Service Delays

Dear [Customer/Client Name],

We hope this message finds you well. We are writing to inform you about an unexpected delay in our services due to [reason for delay]. We understand that this may cause inconvenience and we sincerely apologize for any disruption this may cause.

Our team is diligently working to resolve the issue and we anticipate that services will be restored by [estimated date]. We appreciate your patience and understanding during this time.

If you have any questions or require further assistance, please do not hesitate to reach out to our customer service team.

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]