

**Dear [Client's Name],**

We hope this message finds you well. We are writing to inform you about a delay in the service you have requested from us. We understand how important this service is to you, and we sincerely apologize for any inconvenience this may cause.

The delay is due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, supply chain issues, etc.]. We are actively working to resolve this situation and anticipate that we will be able to resume normal service by [provide an estimated resolution date].

We value your business and appreciate your understanding during this time. Please do not hesitate to reach out to us if you have any questions or need further assistance.

Thank you for your patience and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]