

Notice of Unexpected Service Delay

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an unexpected delay in our services that may affect your recent order with us.

Due to [brief explanation of the cause], we are currently unable to provide our usual level of service. We anticipate that the delay will last until [estimated resolution date].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding during this time. Our team is working diligently to resolve the issue as quickly as possible.

If you have any questions or need further assistance, please do not hesitate to contact us at [contact information].

Thank you for your patience and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]