

Updated Timeline for Service Delays

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an update regarding the delays in our services. We understand the importance of timely delivery and appreciate your patience during this period.

As of [Date], the revised timeline for the completion of services is as follows:

- Task/Service 1: New completion date - [New Date]
- Task/Service 2: New completion date - [New Date]
- Task/Service 3: New completion date - [New Date]

We apologize for any inconvenience this may cause. Please rest assured that we are doing everything possible to expedite the process and minimize delays.

Thank you for your understanding and support.

Sincerely,

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