

Service Delay Advisory

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about a potential delay in the services related to your upcoming event, scheduled for [Event Date].

Due to [brief explanation of the cause of the delay], we anticipate that there will be adjustments necessary in our timeline. We are committed to minimizing any disruption to your event and assure you that we are working diligently to resolve these issues.

We appreciate your understanding and patience during this time. Please feel free to reach out to us at [Contact Information] if you have any questions or require further assistance.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]