

Service Delay Notice

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of a delay in service due to necessary maintenance work on our facilities. While we strive to provide seamless service, this maintenance is crucial to ensure the quality and reliability of our services going forward.

The maintenance is scheduled to take place from [Start Date] to [End Date]. During this time, there may be interruptions in our service. We apologize for any inconvenience this may cause and appreciate your understanding and patience as we work to improve our operations.

We are committed to keeping you informed and will notify you as soon as the work is completed. Should you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]