

# Service Delay Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of an unexpected delay in the service we provide regarding [Specify Urgent Issue]. We understand that this may cause inconvenience, and we sincerely apologize for the disruption.

Due to [Explain Reason for Delay], our team is currently unable to fulfill your request within the usual timeframe. We are actively working to resolve this issue and expect to have the service available by [Insert Estimated Time of Resolution].

We appreciate your understanding and patience during this time. Should you have any immediate questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]