

Service Delay Update

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about an unexpected delay in our services that may affect your upcoming appointment scheduled on [Date] at [Time].

Due to [reason for delay], we regret to inform you that we will need to reschedule your appointment. We understand the inconvenience this may cause and are committed to accommodating your needs as best as we can.

Please contact us at your earliest convenience to select a new appointment time that works for you. You can reach us at [Contact Information] or reply to this email.

We appreciate your understanding and patience during this time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]