

Letter of Regret for Utility Connection Delay

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Insert Client Name],

We hope this message finds you well. We are writing to express our sincere apologies regarding the delay in the connection of your utility services.

Unfortunately, due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, technical issues], we have encountered a setback in the scheduled timeline for your service activation. We understand how important these services are to you, and we are truly sorry for any inconvenience this may cause.

Please be assured that we are working diligently to resolve the issue and anticipate that your utility connection will be completed by [insert anticipated date]. We appreciate your patience and understanding during this time.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [insert contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]