

Letter of Apology for Postponed Utility Connection

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to sincerely apologize for the postponement of the utility connection that was scheduled for [original date]. Unfortunately, due to [brief reason for postponement], we were unable to proceed as planned.

We understand that this may have caused inconvenience to you and your team, and for that, we are truly sorry. We value the relationship we have with your company and appreciate your understanding during this unforeseen circumstance.

We are currently working diligently to resolve the issue and we expect the connection to be completed by [new date]. We will keep you updated on the progress and ensure that everything is back on track as soon as possible.

Thank you for your patience and understanding in this matter. If you have any further questions or require additional information, please do not hesitate to contact me directly at [your phone number] or [your email address].

Sincerely,
[Your Name]
[Your Title/Position]