

Apology for Inconvenience Caused by Utility Service Delays

Date: [Insert Date]

Dear [Customer's Name],

We sincerely apologize for the inconvenience you have experienced due to the delays in our utility services. We understand how essential these services are to your daily activities and the frustration that these delays may have caused.

The delay was due to [briefly explain reason, e.g., unexpected maintenance, supply chain issues]. We are actively working to resolve these issues as quickly as possible to ensure the uninterrupted service you expect and deserve.

We appreciate your patience and understanding during this time. As a token of our commitment to you, we would like to offer you [insert any compensation or discount, if applicable].

Thank you for your continued support. If you have any further questions or concerns, please do not hesitate to reach out to us at [insert contact information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]