

# Aircraft Maintenance Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a delay in the scheduled maintenance of aircraft [Aircraft Tail Number/Model] due to unforeseen emergency repairs. Our maintenance team has identified critical issues that require immediate attention to ensure the safety and airworthiness of the aircraft.

As a result, the completion of the maintenance initially scheduled for [Original Date] will be postponed. We anticipate that these repairs will take approximately [Estimated Time for Repairs] to complete, pending any further complications.

We understand the inconvenience this may cause and are committed to keeping you updated on the aircraft's status. We appreciate your understanding and support during this time. Please do not hesitate to reach out if you have any questions or require further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]