

Aircraft Maintenance Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Notification of Extended Downtime for Aircraft Maintenance

Dear [Recipient's Name],

We are writing to inform you of an unexpected delay in the maintenance schedule for aircraft [Aircraft Registration/ID]. Due to [briefly explain reason for delay, e.g., "unforeseen technical issues" or "parts availability"], the aircraft will require additional time for servicing.

The estimated downtime has extended from the original [insert original downtime duration] to approximately [insert new estimated duration]. We understand that this may cause inconvenience and we are working diligently to minimize the impact on your operations.

Please feel free to reach out if you have any questions or require further information. We appreciate your understanding and cooperation during this time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]