

Aircraft Maintenance Delay Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you of a delay in the maintenance schedule for aircraft [Aircraft Tail Number/Identifier]. Unfortunately, we are currently experiencing a delay in the availability of critical parts needed to complete the necessary maintenance work.

Our team has been in contact with suppliers and is actively working to expedite the delivery of the required components. However, at this time, we anticipate that the maintenance completion date will be pushed back by approximately [number of days/weeks]. We understand the importance of timely aircraft availability and are doing everything we can to resolve this situation swiftly.

We appreciate your understanding and patience as we work through this issue. We will continue to provide updates as more information becomes available and will notify you immediately if the timeline changes.

If you have any questions or need further assistance, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]