

Aircraft Maintenance Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about a delay in the scheduled maintenance services for aircraft [Aircraft ID/Registration Number]. Due to [reason for delay], we have been unable to complete the necessary maintenance within the anticipated timeframe.

We originally scheduled the maintenance for [original date and time], but due to the unforeseen circumstances, we have rescheduled it to [new date and time]. We understand the importance of timely maintenance for flight schedules and apologize for any inconvenience this may cause.

Our team is doing everything possible to expedite the process and ensure that the aircraft is fully operational as soon as possible. We appreciate your understanding and patience during this time.

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]