

Aircraft Maintenance Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an unforeseen delay in the maintenance schedule of aircraft [Aircraft Registration Number]. This delay is due to [briefly explain the unforeseen issue, e.g., "unexpected technical complications that require immediate attention"].

Our maintenance team is currently working diligently to resolve these issues and ensure the safety and reliability of the aircraft. We anticipate that the maintenance will be completed by [expected resolution date]. We understand the importance of timely repairs and are committed to minimizing any disruption this may cause.

We will keep you updated with further information regarding the progress and the revised schedule. Should you have any questions or require additional details, please do not hesitate to contact us at [contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]