

# Operational Runway Delay Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Operational Runway Delay

Dear [Recipient's Name],

We would like to inform you about the current operational runway delay impacting our operations at [Airport/Location Name].

As of [Insert Time], the runway is experiencing delays due to [Provide Reason for Delay]. This situation has led to a hold on arrivals and departures until further notice.

We are actively monitoring the situation and are in constant communication with the relevant authorities to ensure that we provide timely updates. We anticipate that normal operations will resume by [Insert Expected Time, if known].

We appreciate your understanding and patience during this time. Should you have any further questions, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]