

Letter of Explanation for Decreased Service Capacity

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you about a temporary decrease in our service capacity that may affect our ongoing operations.

Due to [brief explanation of the reasons, e.g., unforeseen circumstances, staffing shortages, etc.], we are currently experiencing challenges that may impact our ability to deliver services at our usual standards. We are actively working to address these issues and restore our service capacity as quickly as possible.

We anticipate that these adjustments will last until [estimated duration], and we are committed to keeping you informed throughout this period. Your understanding and support are greatly appreciated as we navigate this situation.

We are dedicated to minimizing the impact on your experience and will do everything we can to maintain a level of service that meets your needs. Please feel free to reach out to us at [contact information] if you have any questions or require assistance.

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]