

Subject: Acknowledgment of Service Delay

Dear [Partner's Name],

We hope this message finds you well. We would like to take a moment to acknowledge and address the recent delay in services that has affected our partnership.

We value our relationship with you and understand the importance of timely service delivery. Unfortunately, due to [brief explanation of the cause of the delay], we have experienced unforeseen delays in [specific services].

Please be assured that we are actively working to resolve these issues and are committed to restoring services as quickly as possible. We appreciate your understanding and patience during this time.

If you have any further questions or require additional information, please do not hesitate to reach out to us.

Thank you for your continued support and partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]