

Response Delay Notification

Dear [Recipient's Name],

We hope this message finds you well. We wanted to inform you that there will be a delay in our response regarding [specific issue or inquiry] due to [brief reason for delay].

We appreciate your patience and understanding in this matter. We are doing our best to ensure that we address your concerns as soon as possible.

If you have any urgent questions, please feel free to contact us at [your contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]