## Professional service delay email

Subject: Delay in Service Delivery

Dear Valued Customer,

We apologize for the delay in the delivery of your requested services due to unexpected operational challenges. We understand the inconvenience this may cause and are working to expedite the process.

We will notify you as soon as the service is available and appreciate your patience and understanding.

Kind regards,

**Operations Team** 

## Get more templates here:

https://www.lettersandtemplates.com/letters/bad-news-business-letter-example