

Date: [Insert Date]

To: [Recipient Name/Organization Name]

Subject: Service Delay Notification: ATM Replenishment Routes

Dear [Contact Person Name],

This letter is to formally notify you of a temporary delay affecting our scheduled ATM replenishment services for the following route(s):

- **Route ID/Area:** [Insert Route Name or Number]
- **Affected Locations:** [Insert Specific ATM IDs or Branch Names]

Reason for Delay:

[Insert Reason, e.g., Inclement weather / Vehicle mechanical failure / Security protocol adjustment / Staffing shortage]

Impact:

The replenishment originally scheduled for [Original Date/Time] is now expected to be completed by [New Estimated Date/Time]. Please be advised that some machines may experience "Out of Cash" status during this window.

Action Taken:

Our logistics team is working to resolve the issue and prioritize these locations as soon as normal operations resume. We are monitoring cash levels remotely to minimize the impact on your customers.

We apologize for any inconvenience this may cause. If you have any urgent concerns, please contact our dispatch center at [Phone Number] or email [Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]