

Subject: Apology for Late Delivery

Dear [Supplier's Name],

I hope this message finds you well. I am writing to address the recent delays in the delivery of our order [Order Number]. We were expecting to receive the goods by [Original Delivery Date], but unfortunately, they have not arrived yet.

We understand that unforeseen circumstances can arise, and we appreciate your efforts in keeping us informed about the situation. However, this delay has caused a significant impact on our operations, and we would like to express our concerns regarding timely delivery.

Please let us know the current status of our shipment and the measures you are taking to expedite the process. Your prompt attention to this matter is greatly appreciated, as it will help us in planning and mitigating any further disruptions.

We value our partnership and look forward to a resolution that maintains the integrity of our collaboration. Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]