

Letter of Late Shipment Acknowledgment

Date: _____

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to formally acknowledge the recent delay in the shipment of our order #[Order Number], which was due on [Original Due Date]. We understand that unforeseen circumstances may occur, and we sincerely regret any inconvenience this may have caused your team.

It's important for us to maintain a smooth supply chain to ensure our operations run efficiently. We appreciate your efforts in keeping us informed about the status of our order and look forward to receiving it at the earliest possible date.

Please let us know if there's anything we can do to assist in expediting the process. We value our partnership and hope to resolve this situation promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]