

# Subject: Apology for Order Delay

Dear [Supplier's Name],

We hope this message finds you well. We are writing to address the recent delay in our order #[Order Number], originally scheduled for delivery on [Original Delivery Date].

We sincerely apologize for any inconvenience this may have caused and understand the importance of timely deliveries for your operations. We are currently working closely with our team to resolve the issue and expedite the shipping process.

We value our relationship and appreciate your patience and understanding during this time. Please rest assured that we are doing everything possible to have your order shipped as soon as possible, and we will keep you updated on its status.

Thank you for your cooperation. Should you have any questions or concerns, please do not hesitate to contact us.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]