

# Formal Apology for Timing Issue

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this message finds you well. We are writing to formally address the recent timing issue concerning our last order, and to sincerely apologize for any inconvenience this may have caused.

It has come to our attention that the delivery of [specify the product or service] was delayed, which affected our operations and led to unforeseen challenges. We take full responsibility for these delays and understand the importance of timely deliveries in maintaining our business relationship.

Please be assured that we are taking steps to resolve this issue and to ensure that it does not happen again in the future. We value our partnership with [Supplier's Company Name] and are committed to maintaining a high standard of collaboration.

We appreciate your understanding and patience in this matter. Should you have any further questions or concerns, please do not hesitate to reach out to us directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]