

Subject: Apology for Transport Delay

Dear [Client's Name],

We sincerely apologize for the delay in the transport of your recent shipment with us. We understand the importance of timely delivery, and we deeply regret any inconvenience this may have caused to your operations.

The delay was due to [brief explanation of the cause, e.g., unforeseen weather conditions, logistical challenges]. We are actively working to resolve this issue and ensure that your shipment arrives as quickly as possible.

We value your partnership and appreciate your understanding during this challenging time. Should you have any further questions or require assistance, please do not hesitate to contact us directly.

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]