

Apology for Warehouse Delay

Dear Stakeholders,

We hope this message finds you well. We are writing to formally apologize for the recent delays experienced in our warehouse operations. We understand the impact this has on your business and we take full responsibility for the inconvenience caused.

The delay was unforeseen and resulted from [brief explanation of the cause, e.g., supply chain disruptions, staffing shortages, etc.]. Please rest assured that we are taking the necessary steps to resolve the issue swiftly.

We value your partnership and are committed to improving our processes to prevent such occurrences in the future. Your support and understanding during this time are greatly appreciated.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]