

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Government Agency/Department Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally apologize for the delay in the delivery of [specific goods/services] as outlined in our contract, [contract number or name], dated [contract date]. We understand the importance of adhering to the timelines specified in governmental agreements and regret any inconvenience this may have caused.

The delay was due to [brief explanation of the cause of the delay, e.g., supply chain disruptions, unexpected circumstances]. We are taking immediate steps to resolve this issue and to ensure that delivery is completed by [new proposed delivery date].

Please be assured that we value our partnership with [Government Agency/Department Name] and are committed to providing you with the highest quality of service. We appreciate your understanding and patience during this time.

If you have any questions or require further information, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]