

Apology for Delay in Shipment

Date: [Insert Date]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to sincerely apologize for the delay in the shipment of your recent order (Order Number: [Insert Order Number]). We understand the importance of timely delivery and regret any inconvenience this may have caused your operations.

The delay was due to [briefly explain reason, e.g., unforeseen circumstances, supply chain issues]. We are actively working to resolve this matter and have taken steps to expedite your shipment. We anticipate that your order will be shipped by [insert expected shipment date].

We appreciate your understanding and patience during this time. As a token of our apology, we would like to offer you [insert compensation, if applicable, e.g., discount, credit]. Please let us know if you have any further concerns or questions; we are here to assist you.

Thank you for your continued partnership. We look forward to serving you better in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]