

Supplier Delay Apology

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to sincerely apologize for the delay in the delivery of [specific product or service] that was scheduled for [insert original delivery date]. We understand the importance of timely deliveries for your business operations and we take full responsibility for this setback.

The delay was due to [brief explanation of the reason, such as unforeseen circumstances, supplier issues, etc.]. We acknowledge the inconvenience this may have caused and appreciate your understanding as we work to rectify the situation.

To address this issue, we are [insert actions being taken to resolve the delay, e.g., expediting shipping, improving supplier communications, etc.]. We assure you that your order will be delivered by [insert new delivery date].

Please feel free to reach out to me directly at [insert contact information] if you have any further questions or concerns. We value your partnership and are committed to providing you with the highest level of service.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]