

# Letter of Apology for Delay

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to sincerely apologize for the recent delay in the delivery of our products. We understand that this situation has caused inconvenience to your operations and we take full responsibility for this oversight.

The delay was a result of [brief explanation of the cause of the delay, e.g., unforeseen supply chain disruptions]. We are actively working to resolve the issue and have taken measures to ensure it does not happen again in the future.

We appreciate your understanding and patience during this time. Our team is committed to providing you with the highest level of service and we are dedicated to restoring your confidence in our partnership.

Thank you for your continued support. Please feel free to reach out to us directly at [Your Contact Information] if you have any further questions or concerns.

Warm regards,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Phone Number]  
[Company Email Address]