

Subject: Apology for Supply Delay

Dear [Project Collaborators' Names],

I hope this message finds you well. I am writing to sincerely apologize for the delay in our supplies that have impacted our ongoing project, [Project Name].

Due to unforeseen circumstances, we encountered challenges that have hindered our ability to deliver the necessary materials on time. We understand the importance of these supplies to the project's timeline and progress, and we are truly sorry for any inconvenience this has caused.

Please be assured that we are actively working to resolve the issue and have taken steps to expedite the delivery process. We are committed to minimizing any further disruption to the project.

We appreciate your understanding and patience in this matter. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your collaboration and support.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]