

Apology for Delay in Supply

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to sincerely apologize for the recent delays in the delivery of our products. We understand that this has caused inconvenience to your operations and we deeply regret any disruptions this may have caused.

Due to [briefly explain reason for the delay, e.g., unexpected demand, supply chain issues], we were unable to fulfill your order as scheduled. We are actively working to resolve these issues and expedite your order. We are committed to restoring your confidence in our services and ensuring timely deliveries in the future.

As a token of our appreciation for your understanding, we would like to offer you [mention any compensation, if applicable]. Thank you for your patience and support during this time.

If you have any further questions or concerns, please do not hesitate to contact us directly at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]