

# Letter of Apology for Delay

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to sincerely apologize for the recent delay in the delivery of [specific product or service]. We understand the importance of timely delivery and the inconvenience this may have caused your operations.

The delay was due to [brief explanation of the reason for the delay, e.g., unforeseen supply chain issues]. We are actively working to resolve this situation and expect to fulfill your order by [new delivery date].

Please rest assured that we are taking all necessary steps to prevent such occurrences in the future. Your satisfaction is our priority, and we appreciate your understanding and patience during this time.

If you have any further questions or need assistance, please do not hesitate to reach out to us at [contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Phone Number]

[Email Address]