

Apology for Delay in Supply

Date: [Insert Date]

To: [Distributor's Name]

[Distributor's Company Name]

[Distributor's Address]

Dear [Distributor's Name],

We hope this message finds you well. We are writing to express our sincerest apologies for the delay in the delivery of your recent order ([Order Number]). We understand the importance of timely supplies in your operations and regret any inconvenience this may have caused.

Due to [brief explanation of the cause of delay, e.g., supply chain issues, unexpected demand, etc.], we were unable to meet the originally scheduled delivery date. Please be assured that we are actively working to resolve these issues and expedite the shipment of your order.

We value your partnership and appreciate your understanding in this matter. As a token of our commitment to provide you with the best service, we would like to offer you [mention anything you can offer, e.g., a discount, free shipping on next order, etc.].

Thank you for your patience and understanding. Please do not hesitate to reach out if you have any questions or need further assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]