

# Letter of Apology

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in the shipment of medical supplies that was scheduled for delivery on [insert original delivery date]. We understand the critical nature of these supplies and the impact this delay may have on your operations.

Due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, supply chain issues], we were unable to meet our promised timeline. Please be assured that we are actively working to resolve these issues and have expedited the shipment. We expect the supplies to arrive by [insert new delivery date].

We value your trust and partnership and are taking measures to ensure that such delays do not occur in the future. Thank you for your understanding and patience during this time.

If you have any questions or require further assistance, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]