

# Apology for Missed Shipping Delivery Notification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not notifying you about the missed shipping delivery that was scheduled for [Date]. We understand the importance of timely deliveries and regret any inconvenience this may have caused.

Please be assured that we are taking steps to ensure that such incidents do not occur in the future. We value your trust and appreciate your understanding as we strive to improve our services.

As a gesture of goodwill, we would like to offer you [Compensation/Discount] on your next order. Thank you for your patience and support during this time.

If you have any questions or concerns, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]