

Letter of Apology for Delivery Oversight

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the oversight regarding your recent delivery. We understand the importance of timely service, and I regret any inconvenience this may have caused you.

We have looked into the issue, and it appears that [briefly explain cause of the oversight, if applicable]. Please rest assured that we are taking the necessary steps to ensure that this does not happen again in the future.

As a token of our apology, we would like to offer you [mention any compensation or solution, if applicable]. Your satisfaction is very important to us, and we appreciate your understanding in this matter.

Thank you for your patience, and again, I apologize for any trouble this may have caused. If you have any further questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]