

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

Client Name
Client Position
Client Company
Client Address
City, State, Zip Code

Dear [Client Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in [specific service or product]. We understand that timely communication and delivery are crucial in our partnership, and we regret any inconvenience this may have caused you.

The delay was due to [brief explanation of the reason for the delay]. We are actively working to resolve this issue and expect to have everything on track by [provide a timeline or next steps].

We value your business and appreciate your understanding in this matter. Should you have any further questions or concerns, please do not hesitate to reach out to me directly.

Thank you for your patience and understanding.

Sincerely,
[Your Name]
[Your Position]