

# Letter of Contrition for Delivery Delay

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for the delay in the delivery of [product/service name]. We value your trust and it is never our intention to cause inconvenience.

The delay was due to [brief explanation of the reason for the delay], and we are actively working to resolve the issue. We understand how important this product/service is to you, and we are committed to ensuring that it reaches you as soon as possible.

As a token of our apology, we would like to offer you [mention any compensation or discount, if applicable]. We truly appreciate your understanding and patience in this matter.

Please feel free to reach out to me directly if you have any further questions or concerns. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]