

# Letter of Explanation for Failure to Deliver

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally explain the circumstances surrounding the recent failure to deliver [specific item(s) or service] which was expected on [original delivery date].

Unfortunately, due to [briefly explain reason, e.g., unforeseen circumstances, supply chain issues, etc.], we were unable to fulfill the delivery as scheduled. We understand the importance of timely delivery and sincerely apologize for any inconvenience this may have caused.

To rectify the situation, we have [explain corrective actions taken, e.g., arranged for expedited shipping, offered a replacement, etc.]. We anticipate that the item(s) will be delivered by [new delivery date].

Thank you for your understanding and patience in this matter. If you have any further questions or concerns, please do not hesitate to reach out to me directly at [your contact information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]