

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for not meeting the delivery timeline for [specific project or item]. I understand how important this deadline was, and I am truly sorry for any inconvenience this may have caused.

We faced [brief explanation of circumstances, e.g., unforeseen challenges], which unfortunately led to the delay. I take full responsibility for this oversight, and I assure you that it was never our intention to let you down.

Moving forward, we have implemented [mention any changes or steps taken to prevent future delays] to ensure this doesn't happen again. Your trust and satisfaction are of the utmost importance to us, and we are committed to making things right.

Thank you for your understanding and patience in this matter. Please feel free to reach out if you have any further questions or concerns.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]