

Letter of Regret for Delays

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for the delay in fulfilling our commitments regarding [specific obligation or project].

Due to [brief explanation of the circumstances causing the delay], we have not been able to meet the timeline we initially established. I understand that this may have caused inconvenience to you and your team, and for that, I am truly sorry.

We are actively working to resolve the issues and are committed to moving forward as quickly as possible. I appreciate your patience and understanding during this time.

Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] if you have any questions or concerns.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]