

# Letter of Apology for Partial Delivery

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to sincerely apologize for the recent partial delivery of your order with us.

We understand the inconvenience this may have caused, and we appreciate your patience as we work to resolve this issue. Please rest assured that we are taking immediate steps to rectify the situation and ensure that the remaining items are shipped to you as soon as possible.

Thank you for your understanding and support. If you have any further questions or concerns, please do not hesitate to reach out to me directly.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]