

Heartfelt Apology for Insufficient Delivery

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the recent delivery that did not meet your expectations. We understand the importance of timely and complete orders, and we regret any inconvenience this may have caused you.

Due to [briefly explain reason, e.g., unforeseen circumstances, supply chain issues], we were unable to fulfill your order as required. This is not the standard of service we strive to provide, and we take full responsibility for this situation.

Please be assured that we are taking necessary steps to rectify this issue and prevent it from happening in the future. In the meantime, we are working diligently to ensure that the remainder of your order is delivered promptly.

As a gesture of our commitment to you, we would like to offer [mention any compensation, if applicable] as an apology for the inconvenience caused.

We value your business and appreciate your understanding during this time. Should you have any further questions or concerns, please do not hesitate to reach out to us directly.

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]