

Accountability for Late Dispatch Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Accountability for Delayed Dispatch Notification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address the recent delay in the dispatch of [specific item or shipment], which was scheduled for delivery on [original dispatch date]. I acknowledge the impact this delay may have caused to our operations and your expectations.

The reason for the delay was [brief explanation of the cause]. I take full responsibility for this oversight and assure you that we are taking necessary steps to prevent such occurrences in the future.

We have already initiated actions to expedite the process and expect to have the issue resolved by [new dispatch date]. I appreciate your understanding and patience during this time.

Should you require any further information or assistance, please do not hesitate to contact me directly at [your contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]