

Letter of Acknowledgment for Late Product Arrival

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your recent order with [Your Company Name]. We would like to acknowledge that your product, [Product Name], has been delayed in transit.

We sincerely apologize for any inconvenience this may have caused. We are actively working with our shipping partners to resolve the issue and ensure that your order is delivered as soon as possible.

We appreciate your understanding and patience in this matter. If you have any further questions or need assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]