

Apology for Late Product Shipment

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to sincerely apologize for the delay in the shipment of your order #[Order Number]. We understand how important it is for you to receive your products on time and regret any inconvenience this has caused.

The delay was due to [briefly explain reason for delay, e.g., unexpected demand, supply chain issues]. We are currently working hard to resolve this issue and expect your order to be shipped by [provide estimated shipping date].

As a token of our apology, we would like to offer you [mention any compensation, if applicable]. Thank you for your understanding and patience in this matter.

If you have any questions or further concerns, please do not hesitate to contact us at [contact information].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Company Name]