

# Letter of Commitment to Resolve Delivery Delays

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We acknowledge the recent delays in the delivery of [specific products/services], and we sincerely apologize for any inconvenience this may have caused.

We are committed to resolving these delivery issues promptly. To that end, we have taken the following steps to ensure timely deliveries moving forward:

- [Step 1: Describe the action being taken]
- [Step 2: Describe the action being taken]
- [Step 3: Describe the action being taken]

We appreciate your understanding and patience during this time. We are dedicated to restoring your trust in our services.

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]