

Letter of Regret Regarding Vendor Service Delay

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Vendor's Name]
[Vendor's Company]
[Vendor's Address]
[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to express our sincere regret regarding the delay in the services we expected from [Vendor's Company]. As you know, timely delivery is essential for our operations, and the delay has caused disruptions in our workflow.

We appreciate the effort your team puts into maintaining quality service; however, we were disappointed that we were not notified of the delay sooner. We value our partnership with you and hope to resolve this issue promptly.

Please provide us with an updated timeline for when we can expect the necessary services to be fulfilled. We look forward to your prompt response and to continue our collaboration moving forward.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]