

# Subject: Sincere Apology for Service Delay

Dear [Vendor's Name],

I hope this message finds you well. I am writing to sincerely apologize for the recent delay in our service that you have experienced. We understand the importance of timely deliveries and the impact that delays can have on your operations.

This delay was due to [brief explanation of the reason, e.g., unforeseen circumstances, supply chain issues], which was beyond our control. We take full responsibility for this and are actively working to ensure that such delays do not happen in the future.

Your patience and understanding during this time mean a lot to us, and we deeply value our partnership. We are committed to resolving this issue promptly and to restoring your confidence in our services.

Again, I apologize for any inconvenience this may have caused. Please feel free to reach out to me directly if you have any further concerns or if there's anything we can do to assist you.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]