

Dear [Client's Name],

We hope this message finds you well. We are writing to sincerely apologize for the delay in our transportation service that affected your recent delivery.

Unfortunately, due to [reason for delay, e.g., unforeseen circumstances, weather conditions], your delivery scheduled for [original delivery date] has been delayed. We understand the impact this may have on your plans and operations.

We are actively working to resolve the issue and expect to have your delivery to you by [new estimated delivery date]. Our team is dedicated to providing you with the highest level of service and we appreciate your patience in this matter.

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

Thank you for your understanding and support.

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