

# Apology for Delay in School Bus Service

Date: [Insert Date]

Dear [Parent/Guardian Name],

We hope this message finds you well. We are writing to inform you about a delay that occurred with our school bus service on [insert date of delay]. We sincerely apologize for any inconvenience this may have caused for you and your child.

The delay was due to [brief explanation of the reason, e.g., traffic issues, mechanical failure], which was beyond our control. Our team is actively working to resolve any issues to prevent this from happening in the future.

Your child's safety and timely transportation are our top priorities, and we are committed to ensuring a reliable service. Thank you for your understanding and patience in this matter.

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

Sincerely,

[Your Name]

[Your Title]

[School/Transportation Service Name]