

Transportation Service Incident Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Incident Report for Delayed Delivery

Dear [Recipient's Name],

I am writing to formally report an incident concerning the delayed delivery of [insert item or shipment description] which was scheduled to arrive on [insert original delivery date].

Details of the Incident:

- **Order Number:** [Insert Order Number]
- **Scheduled Delivery Date:** [Insert Delivery Date]
- **Actual Delivery Date:** [Insert New Delivery Date]
- **Reason for Delay:** [Insert reason if known]

We understand that this delay may have caused inconvenience and we sincerely apologize for any disruptions it may have caused. We are currently reviewing our transportation procedures to prevent such incidents in the future.

We appreciate your understanding and patience in this matter. Should you have any further questions or require additional information, please feel free to contact me directly at [Your Contact Information].

Thank you for your attention to this matter.

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