

Dear [Recipient's Name],

We hope this message finds you well. We are writing to express our sincerest apologies for the delay in delivering your recent book order, [Book Title]. We understand how important this is to you and regret any inconvenience this may have caused.

Please rest assured that we are actively working to resolve this issue and expedite the shipping process. We expect to have your order dispatched by [new estimated date].

As a token of our apology, we would like to offer you [mention any compensation, if applicable, e.g., a discount or a gift card].

Thank you for your understanding and patience during this time. Should you have any further questions or concerns, please do not hesitate to reach out to us at [contact information].

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]