

Letter of Explanation for Tardy Service

Date: [Insert Date]

To: [Business Partner's Name]
[Business Partner's Company]
[Business Partner's Address]

Dear [Business Partner's Name],

I hope this message finds you well. I am writing to address the recent delays in service that have affected our partnership. We deeply value our relationship and understand the importance of timely service in our collaboration.

Unfortunately, due to [brief explanation of the circumstances, e.g., supply chain disruptions, staffing challenges, etc.], we have experienced unforeseen delays. We are actively working to resolve these issues and are implementing measures to prevent this from happening in the future.

We appreciate your understanding and patience during this time. Please rest assured that we are committed to providing you with the highest level of service and are taking steps to improve our processes.

If you have any questions or concerns, please do not hesitate to reach out. We value your partnership and look forward to continuing our work together.

Thank you for your understanding.

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