

Apology for Unsuccessful Delivery Attempt

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the unsuccessful delivery attempt made on [insert date of attempted delivery]. We regret any inconvenience this may have caused you.

The delivery was unable to be completed due to [briefly state reason, e.g., "no one being available to receive the package"]. We understand how important this package is to you, and we are committed to resolving this issue promptly.

To ensure that you receive your items as soon as possible, we have [provide a solution, e.g., "rescheduled the delivery for [insert new date]"]. If this date is not convenient for you, please feel free to contact us at [insert contact information] to arrange an alternative delivery time.

Thank you for your understanding and patience in this matter. We value your business and are dedicated to providing you with the best possible service.

Sincerely,

[Your Name]
[Your Position]
[Your Company]