

# Letter of Regret for Delayed Delivery

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for the delay in delivering your order of [insert product/service] that was due on [insert due date].

Unfortunately, due to [brief explanation of reason for delay, e.g., unforeseen circumstances, supply chain issues], we were unable to fulfill your order on time. We understand the importance of timely delivery and the inconvenience this may have caused you.

We are actively working to resolve this issue and expect to have your order shipped by [insert new delivery date]. We appreciate your understanding and patience in this matter.

As a token of our apology, we would like to offer you [insert any compensation, if applicable, e.g., discount, free shipping on your next order].

Thank you for your understanding, and we value your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]