

# Subject: Sincere Apology for Missed Delivery

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the missed delivery of your order #[Order Number] scheduled for [Original Delivery Date].

We understand how important this delivery is to you, and we are truly sorry for any inconvenience this may have caused. Unfortunately, [brief explanation of the reason for the missed delivery, if appropriate].

Please rest assured that we are taking immediate steps to resolve this issue. Your order is our top priority, and we are committed to ensuring it reaches you as soon as possible. We expect to have it delivered by [New Delivery Date].

Thank you for your understanding and patience in this matter. If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

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