

Formal Apology for Late Shipment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for the delay in the shipment of your order [Order Number] that was due on [Original Date].

We encountered unforeseen circumstances that affected our shipping schedule, and we understand that this has caused inconvenience to you and your business. Please be assured that we are taking steps to prevent this issue from recurring in the future.

We have now expedited your shipment, and it is expected to arrive by [New Shipping Date]. As a gesture of goodwill, we would like to offer you [Discount/Compensation, if applicable].

Thank you for your understanding and patience during this matter. If you have any further concerns, please do not hesitate to reach out.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]