

Letter of Sincere Apology for Delayed Delivery

Date: [Insert Date]

To,

[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 delay in the delivery of your order #[Order Number], originally scheduled for [Original Delivery Date].

Unfortunately, due to [brief reason for delay], your delivery has been postponed. We understand how important this order is to you, and we are truly sorry for any inconvenience this has caused.

Please be assured that we are actively working to resolve the situation and expect your order to be dispatched by [New Expected Delivery Date]. We will keep you updated on its status.

As a token of our appreciation for your patience, we would like to offer you [mention any compensation, if applicable].

Thank you for your understanding and support. If you have any questions or require further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]