

Shipping Agreement Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to address our shipping agreement concerning the delays in delivery that have occurred recently. We value our partnership and aim to clarify the situation to ensure smooth operations moving forward.

The original delivery schedule indicated that the shipment was to arrive on [Insert Original Delivery Date]. However, we have encountered delays due to [Insert Reason for Delay]. We understand the importance of timely deliveries and are actively working to expedite the process.

We appreciate your understanding during this time and assure you that we are committed to resolving these issues promptly. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]