

Subject: Apology for Delivery Delays

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delays in the delivery of [specific items or services] that were scheduled for delivery on [original delivery date].

We understand that this delay may have caused inconvenience and disruption to your plans, and for that, we are truly sorry. We are actively working to resolve the issues that led to this delay and ensure that it does not happen again in the future.

To facilitate your needs, we would like to propose a new delivery schedule. We believe that we can deliver your order by [proposed new delivery date]. Please let us know if this works for you or if there's a more convenient date.

Thank you for your understanding and patience in this matter. We value your business and are committed to ensuring your satisfaction.

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