

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to sincerely apologize for the delay in the service we pledged to provide. We take full responsibility for any inconvenience this may have caused you.

Our team is currently addressing the issues that led to this setback, and we assure you that prompt corrective actions are underway to ensure timely service delivery moving forward.

We value your business and appreciate your understanding during this time. Please feel free to reach out to me directly if you have any questions or concerns.

Thank you for your patience and support.

Best regards,

[Your Name]

[Your Position]

[Your Company]