

Letter of Courtesy Apology for Staffing Shortages

Date: [Insert Date]

Recipient Name
Recipient Title
Company Name
Address
City, State, Zip Code

Dear [Recipient Name],

We hope this message finds you well. We are writing to express our sincere apologies for any inconvenience you may have experienced recently due to staffing shortages within our company. We understand how important timely service is to our valued clients and customers, and we regret any delays or disruptions that may have occurred.

Please rest assured that we are actively working to resolve these staffing issues and are committed to improving our service levels. Your satisfaction is our top priority, and we appreciate your understanding during this challenging time.

If you have any questions or if there is anything we can do to assist you, please do not hesitate to reach out to us. Thank you for your continued support and patience.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]