

Transportation Service Delay Explanation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you about the recent delay in our transportation service that affected your shipment originally scheduled for delivery on [Insert Original Delivery Date].

Due to [insert reason for delay, e.g., unforeseen weather conditions, technical issues, etc.], our operations were impacted, resulting in a delay of the delivery schedule. We understand that this may cause inconvenience, and we sincerely apologize for any disruption this may have caused to your plans.

We are actively working to resolve this issue, and we anticipate that your shipment will be delivered by [Insert New Delivery Date]. We appreciate your understanding and patience during this time.

Please feel free to reach out to us at [Insert Contact Information] should you have any questions or require further assistance.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]