

Accountability for Service Delay

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address the recent delay in services provided by our team that has impacted our collaboration significantly.

We acknowledge that the delay in [specific service or project] has caused disruptions in our workflow and may have affected your operations. We take full responsibility for this situation and understand the importance of maintaining a smooth partnership.

To resolve this issue, we are implementing the following measures:

- [Measure 1]
- [Measure 2]
- [Measure 3]

We are committed to improving our service delivery and ensuring that this does not happen again in the future. Your partnership is invaluable to us, and we appreciate your understanding and support during this time.

Please feel free to reach out if you have any questions or if there's anything further we can do to assist you.

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]