

[Your Name]

[Your Position]

[Your Company]

[Your 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 hope this message finds you well. I am writing to express my sincere regret regarding the recent delays in the services we provide to your esteemed company.

We understand that our service delays have impacted your operations and have created challenges in our partnership. Please know that we are aware of the severity of this situation and are doing everything we can to rectify the issues promptly.

We value our relationship with [Recipient Company] and are committed to restoring your trust in our services. We are actively working on the necessary improvements to prevent such delays from occurring in the future.

Thank you for your understanding and patience during this time. Should you have any further concerns or require assistance, please feel free to reach out to me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]