

# Letter of Apology for Late Shipment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in the shipment of your recent order, which was due on [Original Due Date].

We encountered unexpected challenges that hindered our ability to fulfill the shipment on time. This has regrettably impacted our business relationship, and we take full responsibility for the inconvenience this has caused you and your team.

We are actively working to resolve the issues and anticipate that your order will ship by [New Shipment Date]. To ensure this does not happen in the future, we are revising our logistics processes to improve efficiency and communication.

As a token of our commitment to you, we would like to offer [mention any compensation, if applicable, e.g., a discount, free shipping on the next order]. We value your partnership and remain dedicated to providing you with the highest quality of service.

Thank you for your understanding and patience during this time. If you have any questions or require further assistance, please do not hesitate to reach out to me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]