

Subject: Apology for Delayed Delivery

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally apologize for the delay in the delivery of [specific item or order number] that was originally scheduled for delivery on [original delivery date].

Due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, supply chain issues], we were unable to meet the expected delivery timeline. We understand the importance of this delivery and sincerely regret any inconvenience this may have caused.

We are actively working to resolve the issue and anticipate that the delivery will be completed by [new delivery date]. Your patience and understanding during this time are greatly appreciated.

If you have any questions or require further assistance, please do not hesitate to contact me directly at [your contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]