

Letter of Sincere Apology for Delivery Delay

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in delivering your recent order, [Order Number]. We understand the importance of timely delivery and regret any inconvenience this may have caused you.

The delay was due to [brief explanation of the reason, e.g., unforeseen circumstances, supply chain issues]. We are actively working to resolve the situation and ensure that your order is shipped as soon as possible.

We value your business and appreciate your understanding during this time. As a token of our apology, we would like to offer you [mention any compensation, if applicable].

Thank you for your patience and understanding. If you have any questions or concerns, please do not hesitate to contact me directly at [Your Contact Information].

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Company Contact Information]