

Letter of Explanation for Delayed Deliveries

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about the recent delays we have been experiencing in our logistics operations that have affected our delivery schedule.

Due to unforeseen circumstances, including [briefly explain reasons, e.g., supply chain disruptions, transportation issues, etc.], we have encountered challenges in fulfilling our delivery commitments. We are actively working to resolve these issues and are taking the necessary steps to minimize the impact on our customers.

We understand the importance of timely deliveries and sincerely apologize for any inconvenience this may have caused you. We value your business and are committed to keeping you informed throughout this process.

Thank you for your understanding and patience during this time. Please feel free to reach out to me directly if you have any questions or need further assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]