

Date: [Insert Date]

To,
[Customer Name]
[Customer Address or Company Name]

Subject: Apology for Delay in Product Delivery

Dear [Customer Name],

This letter serves as an official **apology for delay in product delivery** caused by unforeseen logistical problems. We deeply regret the inconvenience this has caused and assure you that we are actively working to resolve the issues to expedite your order.

Our commitment remains to provide timely and reliable service, and we appreciate your patience and understanding during this delay. Please accept our sincere apologies for any disruption this may have caused to your plans.

Should you have any further concerns or require assistance, please feel free to contact us at [Phone Number] or [Email Address]. We highly value your business and are taking all necessary measures to prevent such delays in the future.

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