

Apology Email for Late Delivery of Documents

Subject: Apology for Delay in Delivering Documents

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in delivering the documents you were expecting from us. We understand how important these materials are to you and recognize the inconvenience this delay may have caused.

Unfortunately, the delay was due to [briefly explain the reason, if appropriate, e.g., unforeseen technical issues, internal processing delays, etc.]. Please rest assured that we are actively addressing the situation to prevent similar issues in the future.

We are committed to providing timely and reliable service, and I regret that we did not meet your expectations this time. The documents will be delivered to you by [new date or estimated timeframe]. If you require any immediate assistance or have further questions, please feel free to reach out to me directly.

Again, I apologize for any inconvenience caused and appreciate your understanding and patience.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]