

Date: [Insert Date]

Dear [Customer Name],

We sincerely apologize for the delay in **product delivery** caused by unforeseen supply chain issues. We understand the inconvenience this may have caused and assure you that we are actively working to resolve the situation as quickly as possible.

Your satisfaction is our priority, and we appreciate your patience and understanding during this time. Please feel free to contact us for any further updates or assistance regarding your order.

Once again, we are truly sorry for any inconvenience this may have caused, and thank you for choosing [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]