

[Your Company Name]
[Company Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Apology for Delay in Project Completion

We are writing to sincerely apologize for the unexpected delay in the completion of [Project Name/Description]. We fully understand the importance of timely project delivery and the inconvenience this setback may have caused you and your organization.

The delay was the result of [briefly explain reason for delay, e.g., unforeseen supply chain disruptions, staffing shortages, technical challenges]. We encountered these issues despite our best efforts to adhere to the original schedule. Please rest assured that we are taking all necessary measures to address the situation, including [mention specific corrective actions, e.g., increasing workforce, improving communication with suppliers, revising project management protocols].

We greatly value the trust you have placed in us and remain committed to maintaining complete transparency throughout this process. Our team is working diligently to expedite the remaining phases of the project and ensure that the final outcome meets your expectations for quality and reliability. We are confident that these corrective actions will not only resolve current issues but also greatly reduce the likelihood of future delays.

We truly appreciate your understanding and patience during this time. Should you require any additional information or wish to discuss the matter further, please do not hesitate to contact me directly at [Your Contact Information].

Thank you for your continued support and understanding. We look forward to completing the project to your satisfaction.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]