

Date: [Insert Date]

To: [Client/Customer Name]
[Client/Customer Position, if applicable]
[Company Name]
[Company Address]

Dear [Client/Customer Name],

I am writing to sincerely apologize for the delay in delivering the services you have requested from us. We understand how important timely completion is to your business, and I deeply regret any inconvenience or disruption this may have caused.

Unfortunately, we have recently experienced an unforeseen shortage in staffing that has affected our ability to maintain our usual delivery timelines. Please be assured that this is not reflective of our commitment to excellence or the standard of service you expect from [Your Company Name].

We are actively addressing this issue by expediting recruitment, allocating additional resources, and streamlining our workflow to avoid further delays. Our team is working diligently to complete your project as quickly as possible without compromising on quality.

Please accept our sincere apologies and rest assured that we are taking every possible measure to prevent this situation from recurring in the future. We value your trust in us and are committed to maintaining transparent communication throughout this process.

Should you have any questions or need further assistance, please do not hesitate to contact me directly at [Phone Number] or [Email Address].

Thank you for your understanding and continued partnership.

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