

Apology Letter for Late Delivery to Client

Dear [Client Name],

I am writing to sincerely apologize for the delay in delivering your recent order, **[Order/Invoice Number]**, which was scheduled for delivery on **[original delivery date]**. We understand how important timely delivery is to your business, and we regret any inconvenience this has caused.

The delay occurred due to **[brief explanation of reason, e.g., supply chain disruptions, logistical challenges, etc.]**. Please rest assured that we are addressing this matter with the utmost urgency.

To resolve the issue and prevent similar occurrences in the future, we have implemented the following solution plan:

- Expedited processing of your current order, with an updated delivery date of **[new delivery date]**.
- Close monitoring and real-time tracking of your shipment to ensure timely updates.
- As a gesture of our commitment to your satisfaction, we are offering **[discount/compensation/free shipping, etc.]** on this order.
- Reviewing and enhancing our internal processes to prevent future delays.

We value your trust in our company and are committed to providing you with excellent service. Should you have any further questions or require assistance, please do not hesitate to contact me directly at **[your contact information]**.

Once again, we apologize for any inconvenience and appreciate your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]