

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing on behalf of [your team/company name] to formally express our sincere apologies for the delay in delivering the [project name/description]. We fully recognize the importance of timely project completion and the inconvenience that this delay may have caused to your operations and planning.

The delay was primarily due to [briefly explain reason(s) for delay, e.g., unforeseen technical challenges, supply chain disruptions, staffing shortages, etc.], which were outside of our initial projections. Please be assured that we have taken immediate steps to address these issues and are actively working to bring the project to completion as swiftly as possible without compromising quality.

We truly value the trust and confidence you have placed in us. As part of our commitment to transparency and accountability, we will provide you with regular updates on our progress and a revised timeline for project completion.

Once again, I deeply regret any inconvenience this delay may have caused to you and your organization. I kindly ask for your understanding and forgiveness. We remain fully committed to delivering a successful project outcome and maintaining a positive, long-standing professional relationship with you.

If there are any additional concerns or if you would like to discuss this matter further, please feel free to contact me directly at [phone number/email address].

Thank you very much for your patience and understanding.

Sincerely,
[Your Name]
[Your Position]
[Company/Organization Name]