

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Position, if applicable]

[Company Name]

[Company Address]

Subject: Apology and Adjustment for Late Delivery of Bulk Order

Dear [Client's Name],

We would like to express our sincerest apologies for the delay in delivering your recent bulk order (Order No. [Order Number]), originally scheduled for delivery on [Original Delivery Date]. We understand the importance of timely deliveries to your business operations, and we deeply regret any inconvenience this delay may have caused.

The delay was due to [briefly explain reason, e.g., unforeseen supply chain disruptions/shipment issues/production delays]. We have identified the cause and have implemented corrective measures to prevent a recurrence.

We are pleased to inform you that your order is now scheduled to arrive on [New Delivery Date]. To express our regret and appreciation for your patience, we are offering you [state compensation or solution, e.g., a discount on this order/free shipping on your next purchase/a complimentary service].

We value our relationship with [Client's Company Name] and are committed to providing you with reliable service. Please feel free to contact us directly at [Your Contact Information] if you have any further questions or require additional assistance.

Thank you for your understanding and continued trust in our company.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]