

Date: [Insert Date]

To,
[Recipient Name]
[Recipient Address]

Subject: Apology for Delay in Delivery Due to Weather Conditions

Dear [Recipient Name],

This letter serves as a formal **apology for the delay in delivery** caused by unforeseen weather conditions. We acknowledge the inconvenience this may have caused and sincerely regret any disruption to your schedule.

Despite our best efforts to ensure timely delivery, adverse weather impacted transportation and logistics, resulting in the delay. Please be assured that our team is working diligently to expedite your delivery and resume our regular schedule as quickly as possible.

We appreciate your understanding and patience and assure you that we are taking all necessary steps to prevent similar delays in the future. Thank you for your continued support and trust in our services.

If you have any questions or concerns, please feel free to contact us at [Contact Information]. We value your business and look forward to serving you better in the future.

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