

Formal Late Delivery Apology Letter

Subject: Apology for Delay in Delivery

Dear [Customer Name],

We regret to inform you that your order [Order Number] has been delayed due to [Reason, e.g., supply chain issues]. We understand the inconvenience this may have caused and sincerely apologize.

Your order is expected to be delivered by [New Date]. We appreciate your patience and understanding, and we are taking steps to ensure such delays do not occur in the future.

Thank you for your continued support.

Best regards,

[Your Name]

[Your Position]

[Company Name]

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