

Formal apology letter for delayed service

Subject: Apology for Delay in Service

Dear [Client Name],

We sincerely apologize for the delay in delivering [product/service]. We understand the inconvenience this has caused and assure you that we are taking immediate steps to resolve the situation.

Our team has identified the cause of the delay and is working diligently to ensure that your [product/service] is delivered by [new date]. We greatly appreciate your patience and understanding during this time.

Please accept our sincere apologies and a [discount/complimentary service] as a gesture of goodwill. Thank you for your continued trust in our company.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/business-apology-letter>