

Formal Sorry For Delay Letter

Subject: Apology for Delay

Dear [Recipient Name],

I sincerely apologize for the delay in [action/task/delivery]. Due to [reason for delay], I was unable to complete it on the expected timeline.

I assure you that I am taking immediate steps to resolve the matter and will complete it by [new expected date]. Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Contact Information]

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