

Provisional Sorry Letter for Delay

Subject: Provisional Apology for Delay

Dear [Recipient Name],

I would like to apologize for the delay in [task/action]. Due to unforeseen circumstances, the completion has been postponed.

We are taking immediate steps to expedite the process and aim to finalize it by [expected date].

Your understanding is greatly appreciated.

Sincerely,

[Your Name]

[Position/Department]

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