

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgement of Delivery Delay

I hope this message finds you well.

I am writing to acknowledge the delay in the delivery of [specific items or services] that was scheduled for [original delivery date]. We understand that this delay may have caused inconvenience, and we sincerely apologize for any disruption this may have caused to your operations.

We are actively working with our team to expedite the process and ensure that your order is delivered as soon as possible. We anticipate that the delivery will now take place by [new estimated delivery date].

Thank you for your understanding and patience in this matter. Should you have any questions or require further assistance, please do not hesitate to contact me directly.

Warm regards,

[Your Name]
[Your Position]
[Your Company Name]