

Late Delivery Apology Letter

[Shipping Company Name]

[Shipping Company Address]

[Date]

[Affected Company Representative]

[Affected Company Address]

Dear Sir/Madam,

As you know our company was responsible to deliver your consignment one week day and was not able to do it due to some uncertain circumstances. The ship had to take a longer sea route rather than the routine route due to some security regulations on the ocean, resulting in the consignment being delayed.

We apologize for the delay and for any losses incurred as a result of that delay. Our company has decided to offer you a discount of 20 % on your next consignment with us. Your consignment is safe and will reach you in good shape.

We hope you will accept our apologies and work with us in future to build a strong business relationship.

Yours faithfully,

[Your Name]

[Senders Title] –Optional–