

Apology Letter for Delay in Beginning a Celebration

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

Thank you very much for joining us at our company's anniversary celebrations. I would also like to apologize for the inconvenience and delay. The celebrations were supposed to begin right at 9:00 pm. However, due to a sudden power breakdown, they could not be started in time. It took 30 minutes to resolve the issue. We were finally able to begin the celebrations at 9:30 pm. We know that it caused botheration for many attendees and so it did for you. Kindly accept our humble and deepest apologies for that delay. We hope you understand that it was an unusual incident beyond our control and will thereby consider our apology. We're indeed sorry.

Sincerely,

[Your Name]

[Your Title] -Optional-