

## **Apology Letter for Wait in Service Delivery, complete Apology letters example.**

This letter is address to head of the department to whom the company wants to apologies for the delay caused to them because the company. Hence, it is a formal apology letter it should be written in a formal or professional way. Receiving companies name and address along with the specific subject should be mentioned on the top of the letter. For reference order number and writer companies name and address should also be mentioned clearly.

**Mr. Chatur Pandey**

Purchase Manager-Flower Metal Enterprises Pvt. Ltd

A-46 Paharganj

New Delhi

15 September, 2011

Subject: **Apology Letter for Wait in Service Delivery**

**Dear Mr. Pandey**

This is to reference with your purchase order numbered as LM-15624 we are sincerely apologies to you that we are unable to provide you the delivery for the same order goods on the mentioned time and date which is 10th September, 2011.

Your company has placed order of 5,000 pieces of mettle tray. We were expecting the shipment for the same goods on 8th of September, 2011 but due to bad whether conditions the shipment has delayed from 1st to 14th September, 2011.

Hence, we could make the delivery for the order on or before 20th September, 2011. I am extremely sorry for the delay but I promise to you that on or before the committed dated we will surely deliver the ordered goods. Kindly cooperate with us and accept our sincere apology.

Yours Sincerely

**Mr. Kartik Nayar**

Sales Manager-Franco Marketing and Selling Pvt. Ltd.

443 Park

Avenue Kolkata