

Delayed Order Apology Letter

This package contains:

1. Instructions & Checklist for Delayed Order Apology Letter
2. Delayed Order Apology Letter

Instructions & Checklist for Delayed Order Apology Letter

- This package contains (1) Instructions & Checklist for Delayed Order Apology Letter; and (2) Delayed Order Apology Letter;
- This form is designed to assist you in drafting a letter from a business apologizing to a customer for a delayed order.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- Since it is impossible to create sample letters that suit every particular situation, we tried to make these samples more universal. Feel free to change wording and to add or delete text to tailor it to your particular circumstances.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Company Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

May 19, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Thank you for contacting us and letting us know that you have not yet received your order number [ORDER NUMBER] dated [DATE]. We are truly sorry about this and have now identified the reason for the delay.

[EXPLANATION FOR DELAY]

Your order is now expected to be shipped on [DATE] and should arrive by [DATE].

We always strive to provide you with the best possible service and truly value your business. We sincerely apologize for the error and any inconvenience this delay might have caused you.

Should you have any questions or if I can be of any further assistance, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Title if any or delete if none]