

Business Apology Letter for Mistake

To,
Business development Manager
XYZ LTD.

Dated: *****

Dear Sir / Ma'am,

This is to inform you that we won't be able to send the required article within the given time duration as the supply chain needs more time to get it deliver. We apologize on the behalf of our company for creating an inconvenience in the middle and denying your placed order to supply.

If anything else is required, please allow us to help you out. For this matter, if you can extend the duration of expectationof your required article, then please let us know. We will surely get your order placed and start with the process immediately.

We hope to hear from you. Have a great day.

Thank you.

With Regards,
Manager
XYZ Pvt. LTD

