

## APOLOGY LETTER FOR WAIT IN SERVICE

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## Introduction

You are well aware that an apology letter is written when a mistake is committed. Apology letter for wait in service is written when a company delays the work of another company or creates a problem, inconvenience to another company. It is more of a professional apology letter and hence should be precise. Companies issue an apology letter when it's their fault and they have to. Asking for apology in other way does not seem professional. Hence writing a letter is considered to be the best way for apologizing.

## Apology letter for wait in service Tips

Here are some of the helpful tips to write an apology letter for wait in service

- Keep the language of the letter formal
- Address the company while writing the letter
- As it is professional, avoid making spelling mistakes and grammar errors
- Justify the reason for your mistake
- Ask for apology in a formal way
- End the letter by promising that the same mistakes would not be made in future

## Sample Apology letter for wait in service

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Apology letter for wait in service delivery

Dear Sir,

I on behalf of XYZ Company is writing this letter to you for the delay in delivery of goods. This letter is with reference to the purchase order no 12 which you had made on the 10th of July. We are extremely sorry for not delivering the ordered goods on time. We know we had ample time but due to late delivery of goods we were unable to send it across. We know how much loss it has caused your company. But, we too were not expecting it to delay.

We will be sending the goods soon and truly apologize for the late delivery and inconvenience caused. We hope you to understand our problem and also promise to not commit a grave mistake like this in future.

Lastly, we expect your utmost co operation and once again apologize for the mistake committed.

Contact no :

Email id:

Thanking You

Yours truly,

Name and Signature

## Apology letter for wait in service Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject:

Dear \_\_\_\_\_(Sir or Madam),

This is with reference to your purchase order numbered \_\_\_\_\_(Number of purchase order), we sincerely apologize to you that we were unable to provide the delivery of this order of goods on the mentioned time and date \_\_\_\_\_(Time and date of order). Your company had placed an order for 5,000 pieces of metal trays.

We were expecting the shipment of these goods on \_\_\_\_\_( Date that shipment was expected), but due to bad weather conditions the shipment was delayed to \_\_\_\_\_(Date of actual delivery of shipment). I am extremely sorry for the delay but I promise you that from now on we will surely deliver the ordered goods on or before the committed date. Kindly cooperate with us and accept our apology.

Thanking You

Yours truly,

Name and Signature

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