

Ladies and Gentlemen,

Thank you for gathering here today. I appreciate your patience and understanding as we address our recent delivery delays. We recognize the inconvenience this may have caused and are committed to improving the situation.

Firstly, I want to assure you that we have identified the root causes of the delays. These include unexpected demand surges and supply chain disruptions. We are actively working with our suppliers to stabilize our inventory levels and ensure prompt deliveries moving forward.

To enhance our service, we are implementing a new logistics system designed to better track and manage shipments. We are also strengthening our communication channels to keep you informed every step of the way.

Rest assured, we are taking these issues seriously and are confident these measures will result in a smoother and more reliable delivery process. Your satisfaction is our priority, and we are dedicated to rebuilding your trust.

Thank you for your continued support and understanding.

Sincerely,

[Your Name]

[Your Position]