Date

To

Recipient Name

Title

Dear Recipient Name:

This letter is being issued to you as the monthly report was delayed by 5 days. You know we have a strict policy to meet the deadlines. The report is not just crucial for the accounts department, but all other related departments also depend on this report.

You should have notified us regarding the delay of at least one week before. Please note that under such situations, it is recommended to give a notice in advance and the report should be submitted as soon as possible. We will be waiting to receive the report during this week to avoid disqualification.

Sincerely,

Your Name

Company Name