Your Name

Street Address City, ST ZIP Code

Phone | Email

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

Hey sir, I hope you are doing good. Sir, I received your message yesterday regarding the products you ordered us. Sir, I am sorry for the delay in shipment. Sir, there was some issue between the courier company and our management. Due to this reason, the staff of the courier company rejected to pick the products. Now we are doing an agreement with another service provider. I hope we will deliver the items within a day or two. Hope you understand, I apologize that I must send the letter to you before and inform you about the delay. Sorry again. You will get your package within this week.

Sincerely,  
  
Your Name