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:

Hi ma’am, hope you are fine. Ma’am, I want to inform you that the products that you have ordered us may not deliver this week. As you know well that there is lockdown due to the coronavirus. All the transport is off, and no one is available on the production site to transport products out of the city. For that reason, as soon as the situation will be controlled, we will ship your products. I hope you understand and reply to us through the message as soon as you receive the letter.

Sincerely,  
  
Your Name