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:

Sir, it is hereby to inform you that there will be a delay in the production of your order. It is because today CEOs wife died. Due to the reason the company will remain off for two days. Therefore, I am sorry for the delay you have to face in delivery. Hope you will understand and cooperate with us. I am sorry as you faced the wastage of time and inconvenience. I hope you will understand the problem and cooperate with us. Thank you in advance. Kindly reply us.

Sincerely,  
  
Your Name