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 sir, how are you? Sir, I want to inform you that there is a delay in the project. The reason behind is the strike of workers. They want an increment in the salary but unfortunately, management is not able to agree with their demands. Therefore, no workers are on work these days and the unit is completely off. We are sorry for the delay, but we are hopeful that workers will cooperate with each other so that the production unit will start again. I hope you wait for your shipment and will not cancel the order. Waiting for your reply.

Sincerely,  
  
Your Name