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:

Dear sir, hope you are doing good. Sir, I am writing this letter to inform you that we are unable to ship the product on time due to some issues in our production unit. Therefore, your products may be delivered according to the agreed time. Sir, as the agreement is getting expired tomorrow so I want to sign an extension letter for delivery of products so that we can ship your goods according to that date. We are sorry for the delay, but I assure you that you will get the items according to the new agreement date. Reply as soon as possible.

Sincerely,  
  
Your Name