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:

Hello sir, how are you? Sir, I want to inform you that we are unable to complete your order because our manager has met an accident. He has to finish the task and documents before delivery. All the products are packed. They just need final documentation. Sir kindly extend the delivery date. Our manager will be back in a day or two. We will deliver your order immediately when the documents will be complete. Sorry for the inconvenience. Kindly sign an extension letter. You will get products by the end of this week. Hope you understand and accept our apology.

Sincerely,  
  
Your Name