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 doing good. Ma’am, I am sorry for not delivering your saloon products on time. One of our delivery employees that ship products to your area are not feeling well. Other employees have already their tasks to deliver the products. Therefore, I am sending you an extension letter. As soon as the delivery will be available, I will send your products. I know you have to face inconvenience, but I am really sorry ma’am for late delivery. I hope you will not cancel the order and send me a reply with the extension letter.

Sincerely,  
  
Your Name