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, how are you? Sir, I am sorry for not delivering your products on the date mention on the agreement. The reason behind this is the absence of the worker who handles the SOPs of the production. His mother is not well, and he is with her in hospital. We are facing inconvenience as well due to his absence, but his problem is genuine that’s why we have accepted his leave. He will be back on work till tomorrow and we will start the process again. Kindly send me a new agreement and we will deliver the products according to the document.

Sincerely,  
  
Your Name