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, I hope you are doing good. Sir, I want to inform you that our production staff is on strike because of some issues with the management. Due to the reason our production unit is off. Kindly sir sends another date so that we will deliver products accordingly. Management is organizing a meeting with workers; we are hopeful that it will be fruitful. I am sending you the agreement document. Kindly reply to this letter along with a sign to an agreement. I hope you will accept our apology and understand the situation that is going into our company.

Sincerely,  
  
Your Name