Joe Nevada

The General Manager  
Swati National Group of Industries  
34-c Zero Wing, Jelibeen Road, Brooklyn  
New York, US

20th March 20XX

Geraldo Alison  
The Director  
Questa House Co.  
Shamil Nelson-0023,  
Montreal, Canada

Re. Letter Reporting the Project Completion

Dear Noah,

I am eager on reporting the project completion news with you. J9Q signed a contract with our company on 20th February related to the manufacturing of face mask and surgical gloves packaging. The project met a delay when a sudden lockdown was inflicted in the country. Due to the situation of pandemic and ever-rising cases of Covid-19, the urgent demand for the face mask and surgical gloves packaging increased at a high rate suddenly, and our team stumbled on the sudden workload and many of the projects were mishandled. Moreover, Mrs. Zilbur, our project manager, was continuously trying to contact your general manager to inform the small delay in project completion but she could not.

I apologize for the inconvenience you had to face due to this one-week delay in the completion of the project. The due date signed for the project completion was 20th March 20XX and the project was completed on 26th March 20XX. I hope you will understand the situation and will not mind this little delay. As compensation, our company has decided to reduce the amount of the project by 1%. The project completion report has been sent you via email. For any further queries, do not mind ringing at [X] or write to [Email].

Thank you.

Sincerely,

Signature