[Company Name]  
[Address]

To

[The Recipient Name]

Re. Apprising and Informing the Unpreventable Delay in the Manufacturing of the Ordered Apparels due to COVID-19 and the Implementation of the Strict Lockdown in the Entire State

Dear Mike,

I am John Stereo, the Associate Head of the Department of Manufacturing and Lister Industries. First, I would like to thank you for your long and enduring trust in our services and the keeping us intact with your professional and firm interest in making this cooperation long-term.

Secondly, the purpose behind penning this draft is to inform you about the unavoidable and inexorable delay in the manufacturing of the ordered apparel for the new store franchise of Elegant Molex in Vital Lake Road.

The project was signed on 23rd December 20XX to provide the store with the latest Turkish, Russian, and Italian designs of apparel for your new store with registration no. A-90170/IGAS. The project was to be initiated with the partnership and sponsorship of Lister.com and Loops of Cotton, Texas.

The project that was agreed on 23rd December 20XX states that the shipment of the apparels was to be dispatched on 15th March 20XX whereas it seems not possible to carry through. The reason behind this inescapable deferment in the manufacturing of the designed apparel is COVID-19 and its repercussions. One of the most drastic impacts of COVID-19 is the recoil and shrink of business in terms of production and finance. Out-turn of the business has been fallen short and has deflated.

This deficit in raw material and thus production has belated the manufacturing process. The production of the apparel could not be yielded because of the procedural delay due to the shutdown inflicted by the federal and state government due to COVID-19.

Now the lockdown has been uplifted partially and a few businesses have been permitted to open with following strict COVID Workplace SOPs and Instructions. We hope that the product will be ready to dispatch on 23rd April 20XX.

We apologize for the unavoidable delay in this and request you to renew the contract and prepare new project details by replacing the older dates with the newer ones. We will be grateful to you for your kind cooperation. Copies of all the required documents have been attached with the letter.

Feel free to write to [X] or ring at +[X].

Regards

John Stereo  
Associate Head  
Department of Manufacturing and Lister Industries  
Lime Designs and Apparels Manufacturing Industry  
J-230 J block, F-11 Sector Sell, San Diego  
CA, USA