TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Regarding delay in order

Dear Sir

We hereby write to inform you that your order no. 582/JPL which was due for delivery on 12 March 20XX would be late by a few days.

Due to the peak season, we have received orders in bulk. Some of these are urgent and need to be completed without any delay. With reference to our previous conversation, we think you will not have a problem with the delay since you do not have an urgency. We will update you regarding the confirmed date of delivery soon, however, I assure you that it will be delivered to you before 20 March 20XX.

We apologize for the inconvenience caused. Looking forward to your cooperation.

Yours truly

Jatin Sharma