**LETTER TO CLIENT FOR DELAY IN DELIVERY OF PRODUCT DUE TO COVID-19**

**[ Date]**

**[Name of the recipient]**

**[Postal Address of the recipient]**

**[ZIP Code]**

**[Subject:]**

**Dear [Recipients Name],**

Our company would like to apologize for the delay of your order on [date] due to inevitable circumstances of COVID 19.

We will update you when the delivery and logistic cargo are out as due to the lockdown imposed by the government due to COVID 19 all the logistics have been temporarily suspended.

Once again kindly accept our sincere apologies and lack of communicating in advance.

We look forward to doing business with you.

**Yours Sincerely,**

XYZ