**LETTER TO CLIENT INFORMING DELAY IN SERVICE DUE TO COVID-19**

From,

Sender’s address, Pin code

Phone:

Date: [00/0/0000]

To,

Recipient’s address, Pin code

Phone:

Subject: Letter of Apology for Delay in Service due to COVID-19

Dear Sir/Madam,

This is with reference to the service *{Name of service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_}* offered by me/us, I/we would like to make an apology for the delay happened due to COVID-19.

Punctuality comes above all in the way to achieving success, but at times even after putting all efforts to make a deal on time, things go out of hand due to COVID-19.

I am/we are extremely sorry for being late this time and can confirm you that from now on the same thing will not repeat again in future.

Thanks for your patience once again and please, consider our apology.

Thank you,

Your faithfully

Sender’s name and signature.