

# Apology Letter for Delay in Delivery Shipment

To,  
Gary Smith  
Birmingham city

Sub: Apology letter for delay in delivery shipment

Dear Gary,

It is to inform you that your order for home delivery of washing machine is processed and it is to be delivered by today evening. But, due to government warning of heavy rainfall in Birmingham district our delivery of products for today is cancelled.

We regret for inconvenience and assure you delivery by tomorrow evening.

Feel free to write back to us.

Thanks,

John carry  
Manager (Zonal)  
Rock online appliances Ltd

