



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for your patience

Dear _____ (Name of the Recipient)

We want to apologize for the delay in the delivery of your parcel and thank you for keeping patience as we ensured the delivery of all your orders. Due to the festive season, we have faced issues in delivering orders in certain locations. We regret to inform you that delivery of your two orders also got affected. We would like to inform you that all the parcels are delivered today.

With this letter, we would like to thank you for keeping excellent patience at the time of delay. We appreciate your support and time. Thank you for selecting our delivery service as your small business delivery partner. Thanks for your patience!

Sincerely,

(Signature)

Sender's Full Name