



Letter to the principal for delay in the Delivery/supply of Books

Sales Manager
Gulmohar Pvt.Ltd,
10/B, Gandhi Road, Lucknow,
5th January, 200...
The Principal,
Sun Public School, New Delhi

Subject: Reasons for undue delay in the delivery of books

Sir,

Please refer to your letter about the supply of books and undue delay in their delivery, in this respect, I request your kind Honor to consider the following unavoidable circumstances that have caused undue delay:

1. In Lucknow, all the persons entrusted with the work of books and stationery went on strike for a period of one week.
2. Other laborers too joined hands with them and hampered the flow of work.
3. For them the worst the truck owners too raised an alarm for price hike of petrol and diesel. they stopped working till the government acceded to their demands.
4. The heavy rains in this area created a lot of inconvenience in dispatched due to late supply from the concerned enterprises.
5. Your order is ready and will be dispatched today. thereby the consignment will be received by you very soon.
6. As the new edition books were to be sent, they could not be dispatched due to late supply from the concerned enterprises.

I hope you will excuse the delay as well as the inconvenience caused beyond our power.

Yours Faithfully
Pawan/Priyanka