From,

Ms Monica,

Delivery Manager,

DLS Courier Services,

London

To,

Mrs Watson,

D -3, Broken Boulevard,

Rotterdam

Dear Mrs Watson,

This letter has come into effect because of the rise of certain unfortunate and undesired consequences in front of us. There has been a parcel sent for delivery to you from London. However, we express our apologies that this parcel might not be delivered in time to you. The catastrophic natural event of blast of volcano has in Ireland has denied us to use the air transport services for delivering the parcel. The air transport services have been terminated without any intimation of revival.

Hence, we have to transport all the parcels via the water transport route and this is resulting in extension of your wait in the delivery. We apologies you and we assure you that your parcel is safe and shall be delivered to you at the earliest, as per the feasibility of the circumstances. Conveying you the apologies for the wait in the delivery of your parcel,

Yours faithfully,

Ms Monica