

**Copyright of FoundLetters.com**

20th July 2010,  
Mr. Joseph Brown,  
Innovations Ltd.

Dear Sir,

I would like to apologize for the hassle your team has to gone through. Please accept our heartfelt apologies for the wrong shipment order of goods received to you. We now have corrected our system and measures have been taken for the hassle free delivery to our clients.

Our systems are now cent percent and all the flaws are rectified. Our team is constantly working on providing the best services to all our valuable clients.

Also, we have rectified your order and shipment details. Your order will be dispatched to you at the earliest; I would like to request you to return the damaged goods to the driver at the time of delivery. I on behalf of UVS Ltd. Would again like to apologize for the delay and inconvenience caused to your company.

We assure you our best services and look forward to your co-operation and long term association.

Thanking You,

Sincerely,

James Arthur\

**This Letter is protected under copyright © 2008 FoundLetters.com.**

**Feel free to use letters for your personal purposes. Reproduction in whole or in part in any form or medium without express written permission is prohibited.**