

Invoice Delivery Issue Report

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you about an issue we have encountered with the delivery of our recent invoice, [Invoice Number], dated [Invoice Date]. Unfortunately, we have not yet received confirmation of its delivery, and we want to ensure that all communication proceeds smoothly.

Details of the issue are as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Invoice Date:** [Insert Invoice Date]
- **Amount Due:** [Insert Amount]
- **Original Delivery Method:** [Insert Method]
- **Date of Expected Delivery:** [Insert Date]

We kindly request your assistance in investigating this matter. Please let us know if you have any updates or if further information is needed from our side. We appreciate your attention to this issue and look forward to resolving it promptly.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]