

# Letter of Accountability for Invoicing Delays

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally acknowledge and address the delays in invoicing that have occurred regarding our recent transactions. We understand that these delays may have caused inconvenience and confusion, and we take full responsibility for the oversight.

We recognize that timely invoicing is crucial for your operations, and we are committed to rectifying this situation. We have identified the factors contributing to the delay, including [briefly outline reasons, e.g., personnel shortages, system errors], and we are taking immediate steps to ensure this does not happen again in the future.

Moving forward, our plan includes [outline steps being taken, e.g., process improvements, staff training, implementation of new systems] to improve our invoicing procedures. We appreciate your understanding and patience as we make these adjustments.

If you have any concerns or need further clarification regarding this matter, please feel free to reach out to me directly at [Your Phone Number] or [Your Email]. Thank you for your understanding, and we apologize for any inconvenience this may have caused.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]