

Letter of Acknowledgment for Late Invoice Delivery

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We acknowledge the receipt of your invoice dated [Invoice Date] for [Brief Description of Goods/Services]. We would like to apologize for the delay in processing this invoice.

Please be assured that we are currently addressing the matter to ensure timely payments moving forward. We appreciate your understanding and patience in this matter.

If you have any further questions, please do not hesitate to contact me directly.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company]