

# Subject: Explanation for Postponed Invoice Release

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a delay in the release of invoice #[Invoice Number] that was originally scheduled for [Original Release Date].

The postponement is due to [brief explanation of the reason, e.g., unforeseen circumstances, system issues, or other relevant details]. We are currently working diligently to resolve this matter and ensure that the invoice is prepared for release as soon as possible.

We anticipate that the invoice will be available by [New Release Date]. We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter.

If you have any questions or require further assistance, please do not hesitate to reach out to me directly at [Your Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]