

# Apology for Invoice Lateness

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in sending our invoice #[Invoice Number], which was due on [Due Date].

We understand the importance of timely invoicing and the impact that our delay may have caused to your financial planning. This was not our intention, and we take full responsibility for the inconvenience.

We have taken steps to ensure that this does not happen again in the future. Please find attached the invoice for your reference and prompt processing.

Thank you for your understanding and patience on this matter. We appreciate your continued partnership and support.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]