

## **Subject: Sincere Apology for Delayed Invoice Issuance**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in issuing the invoice for [specific service or product] that was due on [due date].

We understand that timely invoicing is essential for budgeting and financial planning, and we regret any inconvenience this delay may have caused you. The delay was due to [brief explanation of the cause, e.g., unforeseen circumstances, technical issues], and we are actively working to ensure that it does not happen again in the future.

You can expect to receive the invoice by [new expected date]. Thank you for your patience and understanding in this matter.

If you have any questions or require further assistance, please feel free to reach out to me directly at [your contact information].

Again, I apologize for any trouble this may have caused and appreciate your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]