

# Letter of Understanding

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We would like to express our understanding regarding the delay in the dispatch of the recent invoice for [specific services/products]. We acknowledge that unforeseen circumstances may have contributed to this delay.

As we value our continued partnership, we appreciate your prompt communication about this matter and assure you that we are patient as the situation is resolved.

If you have any further updates or require assistance from our side, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]