

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally acknowledge the delay in the delivery of invoice #[Invoice Number] which was due on [Due Date].

We understand the importance of timely invoicing and regret any inconvenience this may have caused your organization. We are currently reviewing our processes to ensure that this situation does not occur in the future.

We appreciate your patience and understanding in this matter. Please feel free to reach out if you have any further questions or concerns.

Thank you for your continued support.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]