

Letter of Assurance Following Invoice Delivery Setback

Dear [Recipient's Name],

We hope this message finds you well. We are writing to address the recent delay in the delivery of your invoice dated [Invoice Date]. We understand the importance of timely invoicing and sincerely apologize for any inconvenience this may have caused.

Please be assured that we are taking immediate steps to rectify the situation. Our team is currently reviewing the matter to ensure that all future deliveries are completed promptly and efficiently. We value your partnership and are committed to maintaining a high standard of service.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [Your Contact Information]. Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]