

Invoice Delivery Clarification

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, ZIP Code]

Subject: Clarification on Invoice Delivery Issues

Dear [Recipient Name],

I hope this message finds you well. I am writing to address some recent concerns regarding the delivery of our invoices.

It has come to our attention that there have been delays/miscommunications in the delivery of invoices for the periods of [insert specific dates]. We take this matter seriously and are actively investigating the cause.

Please confirm whether you received invoices for the aforementioned periods and let us know if there are any issues that need to be resolved. Your feedback is invaluable in helping us ensure that our invoicing process runs smoothly.

Thank you for your assistance in this matter. We appreciate your understanding and look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]