

Dear [Customer Name],

We hope this message finds you well. We are reaching out to inform you that there has been a delay in issuing your invoice for the services rendered on [Date]. We sincerely apologize for any inconvenience this may cause.

Please be assured that we are working diligently to resolve the issue and expect to have your invoice ready by [Expected Date]. Your understanding and patience in this matter are greatly appreciated.

If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your continued support.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]