

Formal Apology for Postponed Invoice Delivery

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally apologize for the delayed delivery of the invoice for [Specify Service/Product] that was due on [Original Due Date].

Due to [brief explanation of the reason for the delay], we were unable to meet the agreed-upon timeline. I acknowledge the inconvenience this may have caused and assure you that we are taking steps to ensure timely delivery in the future.

Your understanding and support in this matter are greatly appreciated. The updated invoice is attached for your reference. Should you have any questions or require further assistance, please feel free to contact me directly.

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]