

Notification of Invoice Delivery Postponement

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that the delivery of your invoice for [insert service/product] has been postponed due to [insert reason for postponement].

We understand the importance of timely invoicing and are working diligently to resolve the issue. The new expected delivery date is [insert new date].

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. If you have any questions or need further assistance, please do not hesitate to reach out to us.

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]