

Sincere Apology for Invoice Delivery Delay

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in delivering your invoice for [specific service/product].

Due to [brief explanation of the reason for the delay], we were unable to send the invoice on time. We understand that this may have caused inconvenience in your financial planning, and for that, we are truly sorry.

We value your business and are committed to ensuring that such issues do not arise in the future. The invoice has now been processed and is attached for your review.

Thank you for your understanding and patience in this matter. If you have any further questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]