

Subject: Explanation for Delayed Invoice Response

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in responding to your invoice dated [Invoice Date] for [Services Rendered/Product Provided].

Unfortunately, due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, administrative oversight], we were unable to process your invoice in a timely manner. We understand the importance of prompt payments and the impact that delays can have on your operations.

We have since rectified the situation and processed the invoice for payment. You can expect to receive the payment by [Expected Payment Date].

Thank you for your understanding and patience regarding this matter. If you have any questions or require further assistance, please feel free to reach out to me directly.

Kind regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]