

# Invoice Processing Delay Acknowledgment

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to acknowledge the receipt of your invoice dated [Invoice Date], Invoice Number: [Invoice Number]. We appreciate your patience during our recent processing delays.

Due to [brief explanation of the delay], we have experienced an unexpected delay in our processing cycle. We are actively working to resolve this issue and expect to clear the backlog promptly.

We value your partnership and understand the importance of timely payments. Rest assured that we are prioritizing your invoice and will notify you as soon as it has been processed.

Thank you for your understanding and support. If you have any questions or require further information, please feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]