

Subject: Apology for Invoice Processing Delay

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in processing your invoice dated [Invoice Date]. We understand the importance of timely payments and the impact that delays can have on your operations.

Due to [brief explanation of the reason for the delay], we have faced unexpected challenges in our processing workflow. We are actively working to resolve these issues and ensure that your invoice is processed as soon as possible.

We appreciate your patience and understanding during this time. Please rest assured that we are committed to rectifying this situation and preventing future delays. If you have any questions or require further information, do not hesitate to reach out.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]