

Confirmation of Invoice Processing Delay

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that due to unforeseen circumstances, the processing of your invoice #[Invoice Number] has encountered a delay.

We understand the importance of timely payments and are actively working to resolve the issue. We anticipate that the processing will be completed by [Expected Completion Date]. We will keep you updated on any changes to this timeline.

We apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]