

Letter of Explanation for Invoice Processing Delay

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about the delay in processing Invoice #[Insert Invoice Number], originally submitted on [Insert Submission Date].

Unfortunately, we encountered some unforeseen circumstances that affected our ability to process the invoice in a timely manner. [Briefly explain the reason for the delay, e.g., staffing issues, software glitches, etc.]. We are actively working to resolve this matter and anticipate that the invoice will be processed by [Insert Expected Resolution Date].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and patience during this time. Please rest assured that we are committed to rectifying this situation as quickly as possible.

If you have any questions or need further information, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]