

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you that there has been an unexpected delay in the processing of your recent invoice dated [Invoice Date].

We are currently working to resolve this issue and anticipate that the processing will be completed by [Expected Completion Date]. We deeply apologize for any inconvenience this may cause and appreciate your understanding during this time.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your patience and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]