

Subject: Reassurance Regarding Invoice Processing Delay

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a slight delay in the processing of your recent invoice dated [Invoice Date]. We understand that timely processing is crucial for your operations, and we sincerely apologize for any inconvenience this may have caused.

We want to reassure you that our team is actively working to resolve this issue. We anticipate that your invoice will be processed by [Expected Resolution Date]. Please rest assured that we are committed to ensuring your satisfaction and maintaining our relationship.

If you have any questions or need further assistance, do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address]. Thank you for your understanding and patience during this time.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]