

# **Request for Patience During Invoice Processing Delay**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that we are currently experiencing delays in the processing of invoices. We understand the importance of timely payments and apologize for any inconvenience this may cause.

We are actively working on resolving the issue and appreciate your understanding and patience during this time. If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]