

Resolution Plan for Invoice Processing Delay

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Resolution Plan for Invoice Processing Delay

Dear [Recipient Name],

I am writing to address the recent delays we have experienced in processing invoices. We understand the importance of timely payments and appreciate your partnership. We have conducted an internal review and developed a resolution plan to expedite the processing of pending invoices.

Identification of Delays

- Invoice Number: [Insert Invoice Number] - Delayed due to [reason].
- Invoice Number: [Insert Invoice Number] - Delayed due to [reason].

Proposed Actions

1. Implementing additional staff training on invoice processing procedures.
2. Upgrading our invoice management system to enhance efficiency.
3. Conducting weekly audits of pending invoices to ensure no delays are overlooked.

Timeline

We aim to resolve all outstanding invoices by [Insert Date]. We will provide regular updates throughout the process.

Contact Information

Please feel free to reach out to me directly at [Your Phone Number] or [Your Email] for any questions or concerns.

Thank you for your understanding and support as we work to resolve this issue promptly.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]