

# Update on Invoice Processing Delay

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a delay in the processing of your recent invoice submission (Invoice Number: [Insert Invoice Number]).

Due to [reason for the delay, e.g., high volume of transactions, system upgrade], we are currently experiencing a backlog in our accounts payable department. We understand the importance of timely payments and are actively working to resolve this issue as quickly as possible.

We anticipate that all pending invoices will be processed by [insert expected resolution date]. We appreciate your patience and understanding during this time.

Please do not hesitate to reach out to us if you have any questions or require further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]