

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Notification of Delayed Invoice - Pending Security Deposit Clearance

Dear [Client Name],

Thank you for choosing [Company Name] for your recent cleaning requirements at [Property Address] on [Service Date].

This letter is to inform you that the final invoice for our services is currently being processed but has not yet been issued. As per our initial agreement, the issuance of the final bill is pending the confirmation and clearance of the security deposit funds.

We are currently waiting for [mention bank clearance / property manager approval / inspection results] before we can finalize the accounting for this project. Once the security deposit status is confirmed, we will immediately send the itemized invoice to your preferred email address.

Please note that this delay will not affect any early payment discounts or agreed-upon payment terms, as the clock for payment will only begin once the invoice is officially delivered to you.

If you have any questions regarding the service performed or the status of the deposit, please feel free to contact us at [Phone Number].

Thank you for your patience and your business.

Sincerely,

[Your Name/Signature]
[Your Title]