

Acknowledgment of Delay in Reply

Dear [Recipient's Name],

I hope this message finds you well. I am writing to acknowledge the delay in my response to your previous communication.

Due to [brief explanation of reason for delay, if applicable], I was unable to reply as promptly as I would have liked. I appreciate your understanding and patience during this time.

Thank you for your continued support. I will make every effort to respond to your inquiries more swiftly in the future.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]