

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my slow feedback regarding your recent request. I understand that timely communication is essential, and I regret any inconvenience my delay may have caused you.

Due to [brief reason for the delay, e.g., "unexpected workload"], I was unable to respond as quickly as I would have liked. Please rest assured that your request is important to me, and I appreciate your patience during this time.

I have now reviewed your request and would like to discuss it further. Please let me know a convenient time for us to connect.

Thank you for your understanding, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]