

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my delayed response to your previous correspondence dated [insert date]. I regret any inconvenience this may have caused you and appreciate your patience.

There is no excuse for my tardiness, and I take full responsibility for not responding sooner. I value our communication and the trust you place in me, and it pains me to have let you down in this regard.

Thank you for your understanding, and I assure you that I will make every effort to improve my responsiveness moving forward. Please feel free to reach out if there is anything pressing that we need to discuss or if there's any way I can assist you now.

Once again, I apologize for the oversight and appreciate your understanding.

Sincerely,

[Your Name]

[Your Contact Information]