

Dear [Recipient's Name],

I hope this message finds you well. I want to take a moment to express my sincerest apologies for the delay in my response. I understand that waiting for communication can be frustrating, and I appreciate your patience during this time.

Unfortunately, [brief explanation of the reason for the delay, e.g., "I was overwhelmed with personal matters that required my immediate attention"]. It was never my intention to keep you waiting.

Your message is important to me, and I value our communication. I am now ready to discuss [mention any specific points, if applicable], and I look forward to hearing from you soon.

Thank you for your understanding.

Warm regards,
[Your Name]