

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my tardy response to your inquiry dated [Date of Inquiry]. Unfortunately, I was unable to respond in a timely manner due to [brief explanation of the reason, e.g., unforeseen circumstances, high workload, etc.].

I appreciate your patience and understanding regarding this matter. Please rest assured that I am now addressing your inquiry and will provide you with the information you need as soon as possible.

Thank you for your understanding. I apologize for any inconvenience caused and appreciate your continued support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]