

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for the delay in my response to your previous message.

Unfortunately, due to [brief explanation of reason], I was unable to reply as promptly as I would have liked. I truly appreciate your patience and understanding during this time.

Thank you for your understanding. I look forward to your reply and hope to connect soon.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]