

# Regretful Acknowledgment of Delay

Date: [Insert Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for the delay in handling your recent request regarding [briefly describe the request]. We truly value your time and understand the inconvenience this may have caused.

At [Your Company/Organization Name], we strive to provide timely responses to all inquiries. Unfortunately, due to [brief explanation of the cause of delay], your request took longer than expected to process. We are actively working to resolve this issue and ensure it does not happen again in the future.

Your patience and understanding in this matter are greatly appreciated. We are currently addressing your request, and we aim to have it resolved by [provide an expected timeline, if applicable].

Thank you for your understanding. Should you have any further questions or need assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Your Contact Information]