

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not returning your call promptly.

Due to [brief explanation of your situation, e.g., unforeseen circumstances, personal matters, etc.], I was unable to respond in a timely manner. I understand the importance of effective communication and regret any inconvenience my delay may have caused.

Thank you for your understanding and patience. I value our relationship and look forward to discussing [subject of the previous call] with you soon.

Best regards,

[Your Name]