

Formal Apology Letter

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not getting back to your call on [Date]. I value our communication and regret any inconvenience my delayed response may have caused.

Due to [brief explanation of reason if appropriate], I was unable to respond in a timely manner. Please know that your inquiries are important to me, and I appreciate your understanding in this matter.

Thank you for your patience, and I look forward to connecting with you soon. Please feel free to reach out at your convenience, or let me know a suitable time for us to talk.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]