

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for the delay in our phone communication. Due to unforeseen circumstances, I was unable to respond in a timely manner, and I regret any inconvenience this may have caused you.

Please know that your concerns are important to me, and I appreciate your patience during this time. I would like to schedule a call at your earliest convenience to discuss this matter further.

Thank you for your understanding. I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]