

Apology for Communication Delays

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delays in our recent communications. It was never my intention to leave you feeling neglected or uninformed.

Unfortunately, [brief explanation of the reason for the delay, e.g., unexpected workload, personal issues]. I understand that timely communication is crucial, and I regret any inconvenience this may have caused you.

Please rest assured that I am taking steps to improve my response time, and I value your patience and understanding during this time. I am committed to ensuring that our future communications are timely and efficient.

Thank you for your understanding. If you have any immediate concerns or questions, please do not hesitate to reach out to me directly.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]