

Letter of Explanation for Communication Delays

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to explain the delays in my recent communications, which were due to unforeseen circumstances that were beyond my control.

Unfortunately, [briefly explain the unforeseen circumstance, e.g., "I encountered a sudden family emergency that required my immediate attention"]. This situation has temporarily affected my ability to respond in a timely manner.

I sincerely apologize for any inconvenience this may have caused and appreciate your understanding during this challenging time. I am currently working to catch up on all outstanding communications and aim to have everything addressed by [insert a specific date].

Thank you for your patience and support. Please feel free to reach out if you have any questions or require immediate assistance.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]