

Subject: Apology for My Delayed Response

Hi [Coworker's Name],

I hope this message finds you well. I wanted to take a moment to sincerely apologize for my delayed response regarding [specific issue or topic]. I appreciate your patience and understand that my tardiness may have caused some inconvenience.

Things got a bit hectic on my end, but I take full responsibility for not getting back to you sooner. I value our collaboration and will make sure to stay on top of my emails moving forward.

Thank you for your understanding, and let's catch up soon!

Best,

[Your Name]