

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in getting back to you regarding [specific matter or inquiry].

Unfortunately, [brief explanation of the reason for the delay, if appropriate]. I understand that this may have caused inconvenience, and I truly appreciate your patience during this time.

I assure you that I am now fully committed to addressing your concerns and will prioritize your inquiry moving forward. I value our relationship and am eager to resolve any outstanding issues.

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

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]