

Apology for Slow Response

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my delayed response to your previous message. I appreciate your patience and understanding during this time.

Due to [brief explanation if appropriate, e.g., unexpected workload, personal issues], I have been unable to respond as quickly as I would like. This is not typical of my communication style, and I truly value our correspondence.

I assure you that I am making it a priority to catch up and will address your previous concerns promptly. Thank you for your understanding, and I look forward to reconnecting soon.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]