

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to sincerely apologize for my delayed response regarding [specific topic or subject]. Due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, high workload, etc.], I was unable to reply promptly.

Rest assured, I value our communication and [mention any relevant details or follow-up needed]. Thank you for your understanding and patience during this time.

I look forward to your response and appreciate your continued support.

Warm regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]