

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in my communication with you. It was never my intention to leave you waiting, and I deeply regret any inconvenience this may have caused.

Life has presented some unexpected challenges, which unfortunately took my focus away from our conversation. I value our relationship and your understanding means a lot to me.

Please know that I am committed to reconnecting and addressing all matters we need to discuss. I appreciate your patience and look forward to catching up soon.

Thank you for your understanding.

Warm regards,
[Your Name]