

Dear [Recipient's Name],

I hope this message finds you well. I would like to sincerely apologize for the delay in responding to your inquiry dated [Date of Inquiry]. Due to [brief reason for the delay, if appropriate], I was unable to reply in a timely manner.

I appreciate your patience and understanding during this time. If you still require assistance regarding your inquiry, please feel free to reach out, and I will ensure a prompt response this time.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]