

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to explain my recent absence in responding to your recent calls. Unfortunately, I have been [briefly explain reason, e.g., "dealing with personal matters" or "caught up in meetings"].

I appreciate the importance of your call and regret any inconvenience my lack of response may have caused. Please know that your communication is valued, and I will make it a priority to reach out as soon as I am able.

Thank you for your understanding. I look forward to connecting with you soon.

Sincerely,

[Your Name]