

**Dear [Recipient's Name],**

I hope this message finds you well. I am writing to express my sincere regret for not being able to answer your call on [date]. Unfortunately, I was [brief explanation of the reason, e.g., "in a meeting," "away from my phone," etc.].

Please accept my apologies for any inconvenience this may have caused. I value our communication and would love to catch up with you. Feel free to let me know a suitable time for us to talk, or I am happy to return your call at your convenience.

Thank you for your understanding.

Best regards,  
[Your Name]  
[Your Contact Information]