

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for my delayed response to your previous correspondence. I regret not being able to reply sooner and understand that my tardiness may have caused inconvenience.

There have been several unforeseen circumstances that contributed to my late reply, and I appreciate your patience during this time. I value our communication and the relationship we share, and it was never my intention to disregard your message.

Thank you for your understanding, and I look forward to catching up soon. Please feel free to reach out if there's anything urgent that we need to discuss.

Sincerely,
[Your Name]