

Subject: Apology for Missing Your Message

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not responding to your message sooner. Unfortunately, I [brief explanation of reason, e.g., was caught up in unexpected work commitments or was unwell].

I value our communication and appreciate your patience in this matter. I assure you that I will make it a priority to stay updated from now on.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Contact Information]