

Letter of Explanation for Delayed Response

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my delayed response regarding [specific matter or topic].

Due to [brief explanation of the circumstances that caused the delay, e.g., unexpected personal issues, high workload, etc.], I was unable to reply in a timely manner. I understand the importance of communication and regret any inconvenience this may have caused.

Thank you for your patience and understanding in this matter. I am now fully available to discuss [the matter] and look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company/Organization Name]