

Apology for Delay in Response

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for not responding to your previous message sooner. I regret any inconvenience my delayed reply may have caused you.

Unfortunately, I was unable to respond due to [brief explanation of reason, e.g., an overwhelming workload, personal commitments, etc.]. However, I value our communication and appreciate your patience.

Please rest assured that I am now fully available to address your concerns. I would love to discuss [specific topic] at your earliest convenience.

Thank you for your understanding. I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]