

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not getting back to you in a timely manner. I understand that my delay may have caused inconvenience or concern, and for that, I am truly sorry.

Life has been unexpectedly hectic, and I let my commitments get the better of me. This is not an excuse, but I want you to know that your message was important to me, and I regret not responding sooner.

I value our relationship and appreciate your understanding. Please allow me to make it up to you. I am committed to ensuring that this doesn't happen again in the future.

Thank you for your patience, and I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Contact Information]