

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not updating you in a timely manner regarding [specific subject or project]. I understand the importance of keeping lines of communication open, and I regret any inconvenience my delay may have caused.

Due to [brief explanation of reason for delay, if appropriate], I was unable to provide the necessary updates when I should have. I take full responsibility for this oversight and assure you it was not my intention to neglect our communication.

To rectify this situation, I am now [briefly explain steps you are taking to ensure timely updates in the future]. I value our relationship and am committed to improving my communication moving forward.

Thank you for your understanding, and I appreciate your patience during this time. Please feel free to reach out if you have any questions or if there's anything else I can assist you with.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]