

# Request for Formal Apology

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an apology regarding the delayed responses I have experienced in our recent communications. As both a professional and a valued client, I believe timely communication is essential for maintaining a strong relationship.

Your delay in replying has caused some setbacks in our project, leading to misunderstandings and a loss of trust. I am confident that a formal acknowledgment of this issue would help to mend our working relationship and reaffirm our mutual goals moving forward.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]