

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 sincerely apologize for my delayed response to your previous correspondence dated [Insert Date of Previous Communication].

Due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, personal matters, workload], I was unable to reply in a timely manner. I appreciate your understanding and patience in this matter.

Thank you for your consideration. I look forward to continuing our communication and appreciate your understanding.

Warm regards,

[Your Name]

[Your Position, if applicable]