

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.

Due to [brief reason for the delay, e.g., unexpected circumstances, a heavy workload], I was unable to reply in a timely manner. I value our communication and regret any inconvenience my tardiness may have caused you.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]