

Professional Apology Letter for Delayed Response to Client Email

Dear [Client's Name],

I hope this message finds you well.

I am writing to sincerely apologize for not responding to your recent email in a timely manner. I understand that prompt communication is essential, and I regret any inconvenience this delay may have caused you.

My response was delayed due to [brief explanation, e.g., an unusually high volume of correspondence/urgent project deadlines]. Please rest assured that this is not reflective of the standard of service we strive to provide.

I value our relationship and am committed to delivering attentive and reliable service at all times. Your concerns are important to me, and I am now addressing your request as a priority. Please find my detailed response below/attached.

Thank you for your patience and understanding. Should you have any further questions or require immediate assistance, please feel free to contact me directly.

Once again, I apologize for any inconvenience caused, and I appreciate your continued trust in our services.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]