

[Your Name]
[Your Position]
[Your Company/Organization]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in providing feedback on [specific item/project/document]. I understand that timely feedback is essential for the smooth progress of our collaboration and any delay can cause inconvenience on your end.

The primary reason for this delay was [briefly explain reason, e.g., an unexpectedly high workload, unforeseen circumstances, overlapping commitments, etc.]. Please be assured that this was not intentional and I regret any disruption this may have caused to your schedule.

I value our working relationship and am committed to maintaining clear and prompt communication moving forward. You can expect to receive my feedback by [specific date or timeline], and I will make every effort to avoid similar delays in the future.

Thank you for your understanding and patience in this matter. If you have any immediate concerns or need further clarification, please do not hesitate to reach out to me.

Once again, I apologize for any inconvenience caused and appreciate your cooperation.

Best regards,
[Your Name]