

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally apologize for my late response regarding my job application for the position of [Job Title] at [Company Name].

Please accept my sincere apologies for any inconvenience my delayed reply may have caused. The delay was due to [briefly state reason, e.g., unforeseen personal circumstances, technical issues, heavy workload, etc.]. I understand the importance of timely communication in the recruitment process and regret any disruption this may have caused to your schedule.

I remain very interested in the opportunity to join your team and believe that my skills and experiences align well with the requirements of the [Job Title] position. If the position is still available, I would greatly appreciate the chance to further discuss my candidacy with you.

Thank you very much for your patience and understanding. I look forward to the possibility of speaking with you soon. Please let me know if there are any further steps I should take at this stage.

Sincerely,

[Your Name]