

Date: [Insert Date]

Dear [Client's Name],

I hope this message finds you well. I wanted to extend my sincere thanks for reaching out to us and for your continued trust in our services. I also want to apologize for the delayed response to your recent inquiry.

We greatly value your time and understand the importance of timely communication. Unfortunately, due to [brief explanation if appropriate, e.g., an unexpected workload or internal transition], my response has taken longer than usual. Please accept my apologies for any inconvenience this may have caused.

Rest assured, your request is now receiving my full attention, and I am committed to addressing your needs as quickly and thoroughly as possible. If there is anything further I can do to assist you or if you have any additional questions, please don't hesitate to let me know.

Thank you once again for your patience and understanding. We truly appreciate your business and look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]