

Subject: Sincere Apology for Delayed Response

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my delayed response to your recent [email/message]. Due to an unusually high workload over the past few days/weeks, I was unable to reply to your correspondence in a timely manner.

Please accept my apologies for any inconvenience this may have caused. I greatly value our communication and want to assure you that your [request/question/message] is important to me. I am now fully addressing your concerns and am committed to providing you with the attention and support you deserve.

Thank you very much for your understanding and patience. If you have any further questions or require immediate assistance, please do not hesitate to let me know.

Once again, I am truly sorry for any inconvenience, and I appreciate your consideration.

Best regards,

[Your Name]

[Your Position, if applicable]

[Your Company/Organization, if applicable]

[Your Contact Information]