

Formal Apology Letter Template for Missing Email Reply

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not replying to your previous email dated [date of the email], regarding [subject or brief description of the email, if appropriate].

Unfortunately, [briefly explain the reason, if appropriate, e.g., due to an oversight/heavy workload/technical issue], I did not respond to your email in a timely manner. I understand the importance of prompt communication and regret any inconvenience or confusion my delayed reply may have caused.

Please be assured that this was not intentional, and I have taken the necessary steps to ensure this does not happen again in the future. I value our correspondence and am committed to maintaining open and efficient communication moving forward.

If there are any actions required on my part, or if you would like to discuss this matter further, please let me know. I appreciate your understanding and look forward to your response.

Once again, please accept my sincere apologies for the oversight.

Best regards,
[Your Name]
[Your Contact Information]