

Apology Sample Letter for Not Replying to Urgent Work Email

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not replying promptly to your recent urgent email dated [date]. I understand that your message required immediate attention and I regret any inconvenience or disruption my delayed response may have caused.

The delay was due to [brief explanation, e.g., an unusually high workload/unexpected circumstances/a technical issue], and I realize the importance of timely communication, especially when it concerns urgent matters. Please be assured that I have now addressed your concerns, and I am giving your request my full attention.

Going forward, I will make every effort to prioritize urgent communications and respond more quickly to avoid similar situations. Thank you for your understanding and patience in this matter.

If there is anything further I can do to remedy the situation or assist you, please let me know.

Once again, my sincere apologies for any inconvenience caused.

Kind regards,
[Your Name]
[Your Position]
[Your Contact Information]