

Dear [Recommender's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for the generous recommendation you provided on my behalf for [specific opportunity, e.g., graduate school admission, job application, etc.]. Your support and the time you dedicated to assisting me truly mean a great deal.

I sincerely apologize for my delayed response. [Briefly explain reason for delay, e.g., "Due to an unexpected family emergency, I was unable to check my emails regularly."]. I understand the importance of timely communication, and I regret any inconvenience my late reply may have caused.

Your thoughtful recommendation played a significant role in strengthening my application, and I deeply appreciate the effort and consideration you put into your words. With your support, I am even more motivated to pursue this opportunity and achieve my goals.

Thank you once again for your kindness and for believing in my abilities. I am truly grateful for your guidance and encouragement.

Please let me know if there is ever any way I can return the favor or support you in the future.

Sincerely,
[Your Name]