

Dear [Recipient Name],

We sincerely appreciate your interest and the opportunity to assist you. Please accept our apologies for the delayed response to your business inquiry. We value your time and are committed to providing you with the highest level of service.

Thank you for your understanding and patience as we work diligently to address your needs promptly. If you have any further questions or require immediate assistance, please do not hesitate to let us know.

We look forward to serving you and building a lasting business relationship.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]