

[Today's Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not responding to your earlier email regarding scholarship opportunities in a timely manner.

I understand the importance of your inquiry, and I regret any inconvenience or uncertainty my delayed reply may have caused. The delay was due to [brief reason, e.g., an unexpected volume of emails/workload], and it was certainly not my intention to overlook your request.

We greatly value your interest in our scholarship programs, and I am eager to assist you with any questions or information you need. Please find attached/the following information regarding the scholarship opportunities available:

- [Scholarship name/description, eligibility]
- [Application deadline]
- [Relevant application procedures or contact details]

If you have further questions or need additional assistance, please do not hesitate to reach out again. I am committed to supporting you through the application process and ensuring you receive all the necessary information.

Thank you for your understanding and patience. I look forward to your response and wish you the best as you explore these scholarship opportunities.

Sincerely,

[Your Name]

[Your Position/Title]

[Institution/Organization Name]

[Contact Information]