

[Your Name]
[Your Position, if applicable]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Position, if applicable]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to extend my formal apology for my delayed response to your recent [email/letter/message] dated [date of original message].

The delay in my reply was due to personal reasons that required my immediate and undivided attention. I sincerely regret any inconvenience this may have caused and fully recognize the importance of timely and effective communication, especially in our professional relationship.

Please rest assured that I am now able to give your correspondence the attention it deserves, and I am committed to maintaining prompt and efficient communication going forward. Your patience and understanding are greatly appreciated.

Thank you for your consideration. Should there be any outstanding matters or if you require additional information, please do not hesitate to reach out.

Once again, I apologize for any inconvenience my late reply may have caused and appreciate your understanding.

Sincerely,
[Your Name]