

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient's Name],

I am writing to sincerely apologize for the delay in responding to your recent business inquiry dated [Original Inquiry Date]. We greatly value your interest in our services, and I regret any inconvenience that this delayed response may have caused to you and your organization.

The lapse was due to [briefly explain reason, e.g., an unusually high volume of requests/ internal process delays/ unavoidable circumstances], and I assure you that this is not reflective of our standard practice. Please rest assured that measures have been implemented to ensure timely and efficient communication moving forward.

We have carefully reviewed your inquiry regarding [briefly reference the inquiry], and I am pleased to provide the information you requested below:

- [Point 1 of response]
- [Point 2 of response]
- [Any further elaboration]

Once again, I apologize for the delay and appreciate your patience and understanding. We are committed to maintaining the highest standards of professionalism and courtesy in all our business relationships. Should you have any further questions or require additional assistance, please do not hesitate to contact me directly.

Thank you for your continued trust and consideration. We look forward to the opportunity to serve your needs promptly and efficiently.

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