

Subject: Thank You and Apologies for My Delayed Response

Dear [Recipient's Name],

I hope this message finds you well. I wanted to express my sincere gratitude for your [support/opportunity/insight/kindness/assistance] regarding [specific topic or subject]. I truly appreciate the time and effort you took to [describe specific action or contribution, if applicable].

I apologize for my delayed response. [Briefly explain reason for delay, e.g., "I have been managing a particularly heavy workload recently" or "I was out of the office on business travel."] Thank you very much for your patience and understanding.

Your [support/guidance/message/etc.] is very valuable to me, and I am grateful for your continued collaboration. Please let me know if there is anything further I can provide or clarify.

Thank you again, and I look forward to staying in touch.

Best regards,

[Your Name]

[Your Position, Optional]

[Your Company/Organization, Optional]