

## Sample Apology Letter for Delay in Answering a Partnership Proposal Email

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

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

Dear [Recipient's Name],

I sincerely apologize for the delay in responding to your partnership proposal email dated [date of original proposal]. I understand the importance of timely communication, and I regret any inconvenience my late reply may have caused you and your team.

The delay in my response was due to [briefly explain the reason, if relevant, e.g., an unusually high volume of correspondence, travel, internal review process, etc.]. Please be assured that this does not reflect our level of interest in collaborating with [Recipient's Company Name].

After reviewing your proposal, I remain very enthusiastic about the possibilities for partnership between our organizations. I appreciate the time and effort you have dedicated in outlining the objectives and potential benefits. We are eager to further discuss how we can work together to achieve our shared goals.

Please let me know your availability for a meeting or call to discuss the proposal in more detail. Thank you again for your understanding and for considering a partnership with us. I look forward to your response and to the prospect of working together.

Once again, I apologize for any inconvenience the delay may have caused. Thank you for your patience.

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