

Thank-You Letter with Apology for Delayed Email Response

[Your Name]

[Your Position, if applicable]

[Your Company/Organization, if applicable]

[Your Email Address]

[Date]

[Recipient's Name]

[Recipient's Position, if applicable]

[Recipient's Company/Organization, if applicable]

[Recipient's Email Address]

Dear [Recipient's Name],

I hope this message finds you well. I want to sincerely thank you for your [assistance/support/information/feedback] regarding [specific subject, e.g., "the recent project", "your inquiry", or "your proposal"]. Your input is highly appreciated, and I truly value the time and effort you invested in reaching out to me.

I would like to apologize for the delayed response to your email. Due to [brief explanation, e.g., "a high volume of work", "unexpected commitments", or "personal reasons"], I was not able to reply as promptly as I would have liked. I acknowledge how important timely communication is, and I regret any inconvenience this may have caused.

Please know that your message is important to me, and I am grateful for your patience and understanding. If there is anything further I can assist you with or if you have additional questions, please feel free to let me know.

Once again, thank you for your [support/input/assistance] and for your understanding concerning the delay. I look forward to continuing our correspondence and collaboration.

Sincerely,

[Your Name]