

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my delayed response to your recent invitation regarding the upcoming meeting. I understand the importance of prompt communication, and I regret any inconvenience my late reply may have caused in your planning process.

Unfortunately, my response was delayed due to [briefly explain reason, e.g., unexpected workload/personal matters/etc.], which temporarily hindered my ability to address correspondence in a timely manner. Please rest assured that this was in no way reflective of my interest in the meeting or its objectives.

I truly value the opportunity to participate and contribute to our discussion. Please confirm if my attendance to the scheduled meeting on [insert date and time] is still feasible, or kindly advise of any necessary adjustments due to my delayed response.

Thank you very much for your understanding and consideration. I remain committed to maintaining open and effective communication, and I appreciate the opportunity to be a part of this important meeting.

Please feel free to let me know if any further action is required on my part. I look forward to your reply.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]