Simple Apology Email for Late Response

Subject: Re: [Original Subject] - Apologies for Delayed Response

Hi [Name],

I apologize for my delayed response to your email from [date]. Your message deserved a more timely reply, and I should have gotten back to you sooner.

[Brief explanation if relevant: I was dealing with an unexpected situation/traveling/overwhelmed with emails], but that doesn't excuse leaving you waiting.

[Now address their original message/question directly]

Thank you for your patience and understanding.

Best regards,

[Your Name]

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