

Informal apology email for business matters

Subject: Apologies for the Delay

Hi [Recipient Name],

I'm really sorry about the delay in [task or deliverable]. Things got a bit hectic on our end, but we're back on track now. Thank you for your patience!

Best regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/informal-business-letter>