

Heartfelt Sorry Letter for Delay

Subject: Apology for Delay

Dear [Recipient Name],

I am truly sorry for the delay in [action/task]. I understand this may have caused inconvenience, and I deeply regret it.

Please know that I am making every effort to complete it as soon as possible and will keep you updated on the progress. Thank you for your understanding.

Warm regards,

[Your Name]

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