

Serious Sorry Letter for Delay in Response

Subject: Apology for Delayed Response

Dear [Recipient Name],

I apologize for not responding to your [email/message/request] in a timely manner. The delay was due to [reason], and I regret any inconvenience this may have caused.

I am now addressing the matter and will provide a detailed response by [date]. Thank you for your patience and understanding.

Sincerely,

[Your Name]

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