

Apology Letter for Delayed Response

[Your Name]

[Company Name]

[Address]

[Date]

Dear [Name],

I received your email last week and I would like to mention that I have thoroughly read your email. I have been occupied with back to back meetings in the last week. I always take time out from my routine to reply my emails. I highly appreciate your patience and tolerance. I was waiting to have proper free time so that I can send you a satisfactory reply.

As you may know, we are shifting our office to a new place and setting things in its place is very hectic. Different tasks have been holding me back from responding not only to you but to others as well.

I am more than pleased to read from you and reply you back. I hope you understand how busy your work routine can get at times.

Sincerely,

[Your Name]