

Subject: Apology for the Delay

Dear Manager sir,

I am writing to extend my sincere apologies for the delay to responding to your email. I understand that this may have caused inconvenience, and I truly regret not meeting the expected timeline.

The delay was due to my workload, but I take full responsibility and am taking steps to ensure timely responses moving forward.

Thank you for your patience and understanding. Please let me know if there's anything further I can do to make up for the delay.

Warm regards,
NITIN R MAKADIYA
Email: nickmak7@gmail.com