

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not being able to attend [Event Name] on [Event Date]. I regret missing this special occasion and the opportunity to celebrate with you.

Unfortunately, [briefly explain the reason for your absence, e.g., due to a prior commitment/illness/unforeseen circumstances]. Please know that my absence was unavoidable, and I truly wish I could have been there.

I understand how important this event was, and I am genuinely sorry for not being present. I hope the occasion went wonderfully and that everyone had a memorable time.

Please accept my heartfelt apologies, and I look forward to hearing all about the event soon. I hope we can meet up soon to catch up.

Thank you for your understanding.

Sincerely,

[Your Name]