

# Letter of Regret

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for missing the important engagement scheduled on [insert date of the engagement]. It was a significant event, and I truly value the opportunity to be a part of it.

Unfortunately, [brief explanation of the reason for missing the engagement]. I understand that my absence may have caused inconvenience, and for that, I am genuinely sorry.

I appreciate your understanding, and I hope to make it up to you in the near future. Please let me know if we can reschedule or meet at another time.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]