

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my unexpected absence from [the gathering/event name] on [date of the gathering].

Unfortunately, [brief explanation for absence, e.g., "I was unexpectedly called away due to a personal matter that required my immediate attention"]. I truly regret missing the opportunity to be with you and everyone else.

I understand that my absence may have caused disappointment, and for that, I am truly sorry. I value our relationship and wish to make it up to you. Please let me know if we could perhaps meet or arrange another time to catch up.

Thank you for your understanding, and I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Contact Information]