

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to explain my absence from [Name of Gathering/Event] on [Date of Gathering/Event]. Unfortunately, [brief explanation of the reason for absence, e.g., I was unwell, I had a prior commitment, etc.].

I truly regret not being able to attend and connect with everyone. Please convey my regards to all attendees. I hope to catch up soon and hear all about the gathering.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]