

Letter of Regret for Absence

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for my absence on [specific date or event]. Unfortunately, due to [brief explanation of the reason, e.g., a personal matter, unforeseen circumstances], I was unable to attend.

I understand the importance of [mention the event, meeting, or obligation] and regret any inconvenience my absence may have caused. I value our relationship and assure you this was not a decision I took lightly.

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

Warm regards,

[Your Name]

[Your Contact Information]