

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 [date]. I truly regret missing the opportunity to be a part of such a significant occasion.

Please understand that my absence was not intentional, and I deeply value our relationship and the moments we share. I had [brief explanation of the reason], which unfortunately prevented me from joining the event. I assure you it was not a decision I took lightly.