

Acknowledgment of Absence

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge my absence from the graduation ceremony held on [Insert Date of Graduation]. Unfortunately, due to [brief reason for absence], I was unable to attend and celebrate this significant milestone.

Thank you for your understanding, and I look forward to participating in future celebrations.

Warm regards,

[Your Name]

[Your Contact Information]

[Your Address]