

[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 express my sincere regret for being unable to attend [specific occasion, e.g., your wedding, birthday celebration, etc.] on [date]. It was a significant event, and I truly wanted to be there to celebrate with you.

Unfortunately, [brief explanation of the reason for absence, e.g., due to an unforeseen circumstance or prior commitment]. I felt disappointed to miss the opportunity to share in the joy of this special day with you and your loved ones.

Please accept my heartfelt apologies, and I hope to hear all about the wonderful moments I missed. Let's plan to get together soon--I would love to celebrate with you in person and make up for my absence.

Wishing you all the happiness in the world.

Warm regards,

[Your Name]