

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regrets for not being able to attend the [specific event, e.g., "dinner party"] on [date]. Unfortunately, [brief reason, e.g., "I have prior commitments that I cannot reschedule"].

I was looking forward to catching up with everyone and enjoying the wonderful evening you always host. It truly is disappointing to miss out on such an occasion.

Please do keep me in mind for future gatherings, as I would love the chance to reconnect. Wishing you a delightful time with all the attendees.

Warmest regards,

[Your Name]