

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not remembering your birthday this year. It was completely unintentional and I feel terrible for not being there to celebrate your special day.

You mean a lot to me, and it pains me to think that I may have hurt your feelings. Your birthday is a significant occasion, and I regret not acknowledging it as you truly deserve.

Please accept my heartfelt apologies. I promise to make it up to you and ensure it doesn't happen again in the future. Let's plan a get-together soon, so I can celebrate you properly.

Thank you for your understanding, and I hope to hear from you soon.

Warm regards,
[Your Name]