

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for overlooking your special day. It was completely unintentional, and I regret not being there to celebrate with you.

Your [birthday/wedding/anniversary] is an important occasion, and I deeply regret not acknowledging it as you deserve. Please know that my thoughts were with you, even if my actions did not reflect that.

I truly value our relationship and hope to make it up to you. Let's arrange a time to celebrate together soon. Please accept my heartfelt apologies.

Warm regards,

[Your Name]