

Letter of Acknowledgement for Missing Milestone Celebration

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for missing the recent milestone celebration of [insert occasion, e.g., "the 10th anniversary of the company"]. It was a significant event, and I deeply regret not being able to attend and celebrate this momentous occasion with all of you.

Please know that I wholeheartedly support the achievements and hard work that went into reaching this milestone. I have heard wonderful things about the celebration, and it makes me proud to be part of such an incredible team.

I look forward to celebrating together in the future and contributing to our continued success.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]