

Dear [Friend's Name],

I hope this message finds you well. I am writing to sincerely apologize for not being able to make it to lunch on [Date]. I was really looking forward to spending time with you, but unfortunately, [brief reason if appropriate].

I truly value our friendship and regret that I missed the opportunity to catch up with you. I hope you can understand my situation.

Let's reschedule our lunch soon. I'd love to hear all about what you've been up to!

Take care,

[Your Name]