

Dear [Friend's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for not being able to attend your party on [Date]. I was really looking forward to celebrating with you and enjoying the festivities.

Unfortunately, [brief reason for absence, e.g., I had a prior commitment / I was not feeling well / etc.]. I regret missing out on such a special occasion.

I hope you had a wonderful time and I would love to catch up soon to hear all about it! Let's plan to meet up in the near future.

Thank you for your understanding.

Warm regards,

[Your Name]