

Dear [Friend's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for missing your [specific event, e.g., birthday party, graduation ceremony] on [date]. It truly hurt my heart to not be there to celebrate such a significant moment in your life.

Unfortunately, [brief explanation of the reason for your absence, e.g., I was unwell, I had a prior commitment]. I understand how important this event was to you, and it breaks my heart that I could not be by your side to share in the joy.

Please know that I deeply value our friendship and it pains me to have let you down. I hope you can forgive me for not being there. I would love to meet up soon and celebrate together, even if it's a little belated. You deserve all the love and joy from your special day, and I want to be a part of that.

Thank you for your understanding. I look forward to hearing about all the wonderful moments from your event.

Warmest regards,

[Your Name]