

Dear [Friend's Name],

I hope this message finds you well. I am writing to sincerely apologize for having to bail on our planned outing. I was really looking forward to spending time with you and catching up.

Unfortunately, [brief reason for canceling, e.g., "something unexpected came up that I couldn't avoid"]. I truly regret any disappointment this may have caused you.

Let's reschedule soon; I would love to make it up to you. Please let me know when you are available, and I will do my best to accommodate.

Thank you for your understanding, and I hope to see you soon.

Sincerely,
[Your Name]