

Dear [Friend's Name],

I hope this message finds you well. I wanted to reach out to let you know that I will be unable to join you for [event or occasion] on [date]. Unfortunately, something unexpected has come up that requires my immediate attention.

I was really looking forward to spending time with you, and I'm disappointed that I won't be able to make it. Please keep me updated on how it goes, and I would love to catch up soon.

Thank you for understanding, and I hope to see you soon!

Best regards,

[Your Name]