

Dear [Friend's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I will be unable to meet or participate in our planned activities over the next few days due to some unforeseen circumstances that have arisen.

It was not my intention to miss out on our time together, and I am truly disappointed that this has come up. Please understand that this situation is beyond my control, and I genuinely hope to catch up soon.

Let's plan to reschedule our get-together once things settle down. I miss our time together and look forward to seeing you.

Thank you for your understanding.

Warm regards,  
[Your Name]