

Dear [Friend's Name],

I hope this message finds you well. I am writing to express my heartfelt regret for my sudden inability to meet with you as we had planned. Unfortunately, unforeseen circumstances have arisen, and I am unable to attend.

I was really looking forward to catching up and spending time together, and I am truly disappointed that I cannot be there. Please know that this decision was not made lightly, and I deeply value our friendship.

I hope we can reschedule our meeting soon. Please let me know your availability, and I will do my best to accommodate.

Thank you for your understanding. I look forward to hearing from you.

Warm regards,

[Your Name]