

Dear [Friend's Name],

I hope this message finds you well. I am writing to let you know that, unfortunately, I will not be able to join you for [event/meeting] on [date]. An unexpected issue has come up that requires my immediate attention.

I truly regret having to miss out on this occasion, and I will definitely miss spending time with you. Let's plan to catch up soon after I resolve this situation.

Thank you for your understanding!

Take care,

[Your Name]