

**Dear [Friend's Name],**

I hope this message finds you well. I am writing to express my sincerest apologies for missing your birthday celebration. I was really looking forward to celebrating this special day with you, but unfortunately, [brief explanation for absence, e.g., I was unwell, had a family emergency, etc.].

To make it up to you, I would love to take you out for dinner or coffee at your convenience. Please let me know when you're free, as I would like to celebrate with you properly, even if it's a bit late.

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

Warm regards,  
[Your Name]