

Letter of Understanding for Absence

Date: [Insert Date]

Dear [Friend's Name],

I hope this message finds you well. I am writing to express my heartfelt congratulations on your upcoming retirement celebration. It is truly a monumental occasion, and I regret to inform you that I will not be able to attend due to [insert reason].

It pains me to miss such an important event in your life, as you have been a great friend and a source of inspiration to me. Please know that I will be thinking of you and celebrating from afar. I look forward to catching up soon and hearing all about the wonderful time you had.

Wishing you all the best on this new chapter of your life!

Sincerely,
[Your Name]