To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I hope you had a wonderful time at your celebration party this Friday. Please accept my apology for not being able to attend the event. I missed the party due to an unannounced arrival of guests at my house. I hope you will understand and forgive me.

My wife’s cousin, Mike arrived with his wife and four kids this Friday afternoon. I got busy settling them down in our guest room and had to run to the supermarket to buy extra groceries. All this hustle and bustle drove your party out of my mind. This is the reason I couldn’t even inform you that I wouldn’t be able to come.

I wanted to celebrate your promotion with you at your party. However, I could not do so owing to the circumstances. In order to make it up to you, I would like to invite you and your family over dinner this Sunday. Please don’t refuse this invitation. Let’s celebrate together and enjoy some fun time.

Once again, please accept my sincere apologies for not being able to show up to your party. I hope you forgive me and let me be your host this Sunday.

# Sincerely,

Your Name

[Title]