To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

Congratulations at your wedding. I hope the new phase of your life is going to be wonderful. I must state that I feel regretful for not being there for you on your big day. Please accept my sincere apology and forgive me for breaking your expectations. I can’t stress enough how sorry I feel for not being able to make it to the most special day of my best friend’s life.

Due to unforeseen circumstances, I got stuck with certain demanding commitments. I know I should have been there for you to help you with your wedding arrangements. You must have been expecting to see me at the pre-wedding functions as well. However, I ended up disappointing you badly by not even making it to the wedding day. Friends never leave each other in the lurch on important events. Please do not think that I turned my back on you or didn’t consider your wedding important enough. In fact, I have been feeling sorry for missing this special event. I resent the circumstances that prevented me from being there for you.

Please do let me know how I can make it up to you. I promise to try my best to be there for you whenever you need me in future. I hope you forgive me and give me another chance.

# Sincerely,

Your Name

[Title]