October 5, 20XX

James Williams   
Cooperative Manager  
Infosys Company  
123 Main St.  
Manchester, WA 77899

Subject: I am sorry!!

Dear Mr. Williams,

Hope this letter finds you in good health. It has been ages since we met last time and I am writing this letter as an apology for not being there for you on your big day. First of all, heartiest congratulations to you for the new phase in your life! I hope that your married life is going well around the corner. I am regretful for not attending your wedding ceremony. I hereby submit my sincere apology to you and want you to forgive me after hurting your expectations. I cannot express in words how regretful I feel to miss the most auspicious event of my best friend’s life.

Due to some unanticipated happenings, I jammed up in a certain formidable fidelity. I know that I should have been with you through all the wedding events and arrangements, but I disappointed you a lot. Friends remain there for each other in the flounder on important affairs. Please now do not bring this thing in your mind that I put behind you by not considering your wedding an important event. I have been sorry for not attending your marriage. I begrudge the occurrences that avert me from being there for you.

You are a very close friend of mine and we have been with each other for ages and remain present in each other difficult time through thick and thin.

I am sorry for taking your marriage for granted. I know you are angry with me and that’s why you do not answer my phone calls. I request you to talk to me and respond to my phone calls. I want you now to resolve the matter because I do not want to lose you.

Regards,  
Luther King