

Hey [Recipient's Name],

I just wanted to reach out and say how truly sorry I am for forgetting about [the event, e.g., your birthday/your anniversary/the celebration]. I can't believe it slipped my mind and I honestly feel terrible for missing such an important moment in your life.

I really have no excuse, but things got hectic on my end and I lost track of the date. Still, I know that's no justification for not being there for you. You mean so much to me, and I hate that I missed out on celebrating with you.

Please forgive me for letting you down. I would love to make it up to you – maybe we could get together soon, or celebrate in our own way, just the two of us? Let me know what you think.

Again, I'm really sorry and I hope you had a wonderful time, even though I couldn't be there. You deserve the best, and I promise to do better in the future!

Take care and talk soon,
[Your Name]