

Hey [Friend's Name],

I hope this letter finds you well. I wanted to write to you personally because I feel really bad about missing the family gathering last weekend. I was looking forward to catching up with everyone and sharing some good laughs, but unfortunately, things didn't work out as planned.

As you might already know, I had a last-minute work situation pop up that I just couldn't avoid. Trust me, I tried every possible way to rearrange things, but it was one of those rare times when nothing would budge! I was genuinely disappointed because family get-togethers mean a lot to me, and being around all of you always feels special.

I can only imagine the fun you all had-the stories, food, and hilarious moments that I missed out on. Next time, I'll definitely make sure to clear my calendar no matter what comes up. Please give my love and hugs to everyone, and let them know I was thinking about you all throughout the day.

Let's catch up soon, maybe grab a coffee or plan a mini hangout. I miss our chats and your crazy sense of humor. Till then, take care and stay awesome!

With lots of love,

[Your Name]