

Informal Letter Example for Missing an Important Ceremony

From: [Your Name]

Date: [Date]

Dear [Recipient's Name],

I hope this letter finds you in great spirits. I wanted to write to you personally because I feel truly disappointed that I won't be able to attend your special ceremony. I was really looking forward to sharing this wonderful moment with you.

Unfortunately, due to [brief explanation-e.g., a prior commitment/work emergency/family issue], I have to miss the occasion. Please know how genuinely sorry I am for not being there to celebrate with you.

I've seen how much effort you've put into making this event memorable, and I am sure it will be a huge success. I'll be thinking of you on your big day and sending all my best wishes your way. I hope you have an amazing time with your friends and family.

Let's definitely meet up soon so you can tell me everything about the ceremony-I can't wait to hear all about it! Until then, take care and enjoy every moment.

Warmest wishes,

[Your Name]