

## Apology Letter for Not Attending Funeral

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my deepest condolences for your loss and to sincerely apologize for not being able to attend the funeral service of [Name of Deceased]. Please know that my thoughts have been with you and your family during this incredibly difficult time.

Unfortunately, due to [briefly state reason: unavoidable personal commitment/health issue/travel difficulties], I was unable to be present and pay my last respects in person. It grieves me greatly to have missed the opportunity to honor [Name of Deceased] and to offer my support to you and your family when it was most needed.

[Name of Deceased] will always be remembered for [a fond memory, quality, or impact the deceased had]. I am deeply sorry for your loss, and I hope you find some comfort in the love and support of those around you.

Please accept my heartfelt apologies for my absence, and know that I am here for you should you need anything. I hope to visit you soon to convey my sympathies in person.

With sincere sympathy,  
[Your Name]