Dear Mr. Wilson,

Good day!

I write to you because I would like to ask for an apology for not dropping by to your house for an invitation dinner last night. I really feel sorry for my action. I do hope that you would forgive me for this.

Last night, I really want to go to your place however there was an incident at our office that needs my professional attention and it did prevent me from showing up to our scheduled dinner. It really disappoints me because you know how I wish to have dinner with you and talk for a while about our favorite topics. I know it’s hard and it’s my fault but how I wish you could forgive me so I may feel better about this.

Again, I sincerely say apologize and I do hope that we could schedule another meeting for us to make up those lost time to be together.

Sincerely,

Mr. Dennis D. Mitchell