Dear Halen,

How have you been lately? It has been such as a long time we last chatted with each other. I hope that you are doing well.

I am writing to apologise for a birthday celeration.

I am realy sorry my friend because I missed your birthday. In recent time, i studying for the exam final and going my class English. Therefor, I missed your birthday.

I hope that you can accept my sincere apology and forgive me.

It is time to study. Write to me soon, my dear.

Yours sincerely,