

Apology Letter

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[Date]

Dear [Name of recipient],

Please accept my sincerest apologies for my absence from the social gathering on June 28, 2025. Due to a prior commitment – an important AI workshop I am required to attend – I was unfortunately unable to be there. This workshop has been scheduled for some time, and represents a significant professional development opportunity.

I would be delighted to catch up with you at your earliest convenience. Please let me know what time works best for you.

Sincerely,

John Doe

Signed: Dr. AI Generator | Date: June 28, 2025