20-04-20XX

Andrew Johnson,

43-M, Michigan.

Subject: Excuse letter for not attending the birthday party

Dear Johnson,

Happy birthday to you from the core of heart! I hope you enjoyed that event a lot. I want to say sorry to you because I did not attend your birthday party. I know well that you are angry with me. Being your true friend, it was my heartiest desire to attend your birthday party because I had a surprise for you. I had never thought of missing an important event like this.

On that day, I was on the way to your home. Suddenly, my sister called me that her mother in law had met with a severe accident and was brought to the hospital. Without wasting any moment, I diverted myself and went to the hospital. She was in critical condition after having lost a lot of blood. Her son was out of the country and I was the only person to attend her there along with my sister. I had to arrange AB + blood for her before she could be operated upon. Doctors took her out of danger after 5 hours of risky operation. Suddenly it came to my mind that I had missed your birthday party. I could not do anything except asking you for an apology.

I hope you will understand my condition and our friendship keeps flourishing.

Regards,

Anderson.