**Personal Apology Letter**

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To:Bina Singh  
459, Pali Hill  
Mumbai  
15th February, 2007.  
Dear Bina,  
I would like to sincerely apologize for not making it to your birthday party on (12th February). I had to rush out of town to attend an important business meeting. Had it not been so important, I would never have missed your party.  
I hope you understand my predicament and forgive me. I do look forward to other occasions for us to celebrate together.  
With best wishes,  
Warmly,  
Raj