

[Your Address]

[City, State, Zip Code]

[Date]

Hey [Friend's Name],

I hope this note finds you well! I just had to write to you about something that happened recently, and honestly, I'm still cringing over it.

So, remember that day we were supposed to meet at [Location]? Well, I totally mixed up the dates and showed up a day early! Oops! I ended up sitting there for an hour, wondering why you were late. When I finally checked my calendar, I felt like such a goofball.

I can only imagine how annoyed you must've been, thinking I was ditching you. I promise I wasn't trying to be flaky! I'll make it up to you, though. How about we pick another day this week to grab coffee? My treat! Anyway, sorry again for that mix-up. Can't wait to catch up properly!

Take care,

[Your Name]