

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally request to be excused from attending the upcoming annual company function scheduled for [date]. Due to [brief explanation of reason, e.g., a prior commitment, personal reasons], I will not be able to participate in this event.

I understand the importance of this occasion to the team and the company as a whole, and I regret missing it. I hope to stay informed about the event's highlights and will ensure to connect with my colleagues for any updates.

Thank you for considering my request. Please let me know if you need any further information.

Sincerely,
Your Name