

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Withdrawal from Participation in Company Function**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw my participation from the upcoming [Name of the Event/Function] scheduled for [Date]. Due to [brief explanation of your reason, e.g., personal commitments, unforeseen circumstances], I will be unable to attend.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. I look forward to future events and hope to participate then.

Thank you for your support.

Sincerely,

[Your Name]