

## **Subject: Regret for Calendar Conflict**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for not being able to attend [event/meeting name] scheduled on [date] at [time]. Unfortunately, I have a prior commitment that I cannot reschedule.

Your event is very important to me, and I truly value the opportunity to collaborate and connect with everyone involved. I hope to catch up on what I missed and would greatly appreciate any notes or updates from the event.

Thank you for your understanding, and I look forward to our next opportunity to meet.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]