

[Your Name]

[Your Job Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Job Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you so much for inviting me to [event name] on [event date]. I truly appreciate the gesture and the opportunity to be part of such a significant occasion.

Regrettably, I must inform you that I will not be able to attend due to [brief reason, e.g., prior commitments or scheduling conflicts]. I am disappointed to miss this event, as I understand it will be a wonderful gathering of colleagues and partners.

I hope the event is a great success, and I look forward to hearing all about it. Please extend my best wishes to the team organizing the event.

Thank you once again for the invitation.

Sincerely,

[Your Name]