

Trade Show Invitation Decline

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you very much for your invitation to participate in the upcoming [Trade Show Name] on [Date]. I truly appreciate the opportunity and the thoughtfulness of your outreach.

After careful consideration, I regret to inform you that I will not be able to attend this year's event due to [brief reason if appropriate, e.g., prior commitments, scheduling conflicts].

I wish you great success at the trade show, and I am sure it will be a fantastic event. I hope to stay connected and look forward to future opportunities to collaborate.

Thank you once again for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]