

Non-Attendance Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I will not be able to attend [event/meeting name] scheduled on [date] due to [reason if comfortable sharing].

I sincerely apologize for any inconvenience my absence may cause and appreciate your understanding in this matter. I value our relationship and would love to catch up at another time.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position (if applicable)]

[Your Contact Information]