

Dear [Recipient's Name],

Thank you for inviting me to the meeting scheduled on [Date] at [Time]. I appreciate the opportunity to participate.

Unfortunately, I must inform you that I will be unable to attend due to [brief reason, e.g., a prior commitment, scheduling conflict].

I apologize for any inconvenience this may cause and hope to catch up on the meeting outcomes later. Please let me know if there is anything I can contribute beforehand.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]