

Subject: Meeting Invitation Decline

Dear [Recipient's Name],

I hope this message finds you well. I want to express my gratitude for inviting me to the meeting scheduled on [Date] at [Time]. It is always a pleasure to connect with you and discuss important matters.

Regrettably, I must inform you that I will be unable to attend due to [reason for decline]. I sincerely apologize for any inconvenience this may cause and hope to be updated on the key points discussed.

Thank you for your understanding. I look forward to connecting with you at another time.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]