

Non-Attendance Notification

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you that I will be unable to attend the wellness retreat scheduled for [Insert Dates] due to [brief reason for non-attendance].

I am disappointed to miss this opportunity for personal development and connection, and I hope to participate in future events instead.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]