

Dear [Club President's Name],

I hope this message finds you well. I am writing to express my sincere regret for being unable to participate in the upcoming [Event/Meeting Name] scheduled for [Date].

Due to [brief reason for non-participation], I will not be able to join you and the other members. I have been looking forward to this gathering and am genuinely disappointed to miss out on the opportunity to connect with everyone.

I truly appreciate the effort that goes into organizing these events and I hope to be able to participate in future activities. Please extend my best wishes to all the members and I look forward to hearing all about it.

Thank you for your understanding.

Warm regards,

[Your Name]

[Your Contact Information]