

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for not being able to participate in [Event/Meeting/Project] scheduled for [Date]. Due to prior commitments that I cannot rearrange, I will not be able to attend.

It is truly unfortunate, as I was looking forward to [mention any specific aspects you were looking forward to]. I highly value our collaboration and hope to be part of future opportunities.

Thank you for your understanding. Please feel free to reach out if there are any important updates or information that I should be aware of.

Warm regards,

[Your Name]
[Your Position, if applicable]