

# Excuse Letter for Conference Absence

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you that I will be unable to attend the [Name of Conference] scheduled for [Dates of the Conference] due to [brief explanation of the reason, e.g., a personal commitment, health issue, etc.].

It is my regret to miss this important event, as I was looking forward to [mention any specific sessions, networking opportunities, or other relevant reasons for attendance].

I hope to catch up with any proceedings or materials shared during the conference and look forward to participating in future events.

Thank you for your understanding.

Sincerely,

[Your Name]