

# Letter of Regret

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for being unable to attend the upcoming team-building retreat scheduled for [insert date].

Unfortunately, due to [brief explanation of the reason, e.g., prior commitments, personal reasons, etc.], I will not be able to participate. I understand the importance of these activities for team cohesion and collaboration, and I am truly disappointed to miss out on this opportunity.

Please extend my apologies to the team, and I hope to join in future events and contribute to our collective growth. I look forward to hearing all about the retreat and hope it is a successful and enjoyable experience for everyone.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]