

Withdrawal from Commitment

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw from my commitment to [describe the commitment or event] scheduled for [insert date or time].

Due to unforeseen circumstances, I am unable to participate and sincerely apologize for any inconvenience this may cause. I appreciate your understanding and support during this time.

Thank you for your consideration, and I hope to collaborate in the future under better circumstances.

Warm regards,

[Your Name]

[Your Contact Information]