

# Non-Attendance Notification

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you that [Name] will not be able to attend [Event/Meeting/Class] scheduled for [Date] due to [Reason].

We apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Should you need further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]