

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for the invitation to the [specific event name] scheduled for [date of the event]. I truly appreciate the opportunity to participate in such an important occasion.

Unfortunately, I regret to inform you that I will not be able to attend due to [brief reason if comfortable sharing]. I am disappointed to miss the event and not be a part of the celebration.

I wish you all the success with the event and hope to hear all about it afterward. Thank you once again for the invitation.

Sincerely,

[Your Name]