

[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 very much for the invitation to [specific event] on [date of the event]. I truly appreciate the gesture and the opportunity to be part of this special occasion.

Regrettably, I must inform you that I will be unable to attend due to [brief explanation, e.g., prior commitments, scheduling conflicts]. I am disappointed to miss out on what I am sure will be a wonderful event.

I hope to hear about the success of the event, and I wish you all the best in your preparations.

Sincerely,

[Your Name]
[Your Title/Relation to School, if applicable]