

Dear [Event Organizer's Name],

I hope this message finds you well. I want to express my gratitude for the invitation to the [Name of Event] scheduled for [Date]. It truly means a lot to me.

Regrettably, I must inform you that I will not be able to attend due to [brief explanation if comfortable, e.g., prior commitments, scheduling conflict]. I appreciate the effort that goes into organizing such events and wish you all the best for a successful occasion.

Thank you once again for thinking of me, and I hope to participate in future gatherings.

Sincerely,

[Your Name]

[Your Contact Information]