

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you very much for inviting me to [Event Name] on [Event Date]. I genuinely appreciate the opportunity to participate in such a wonderful occasion.

Regrettably, I must decline the invitation due to [a brief reason, e.g., prior commitments, scheduling conflicts]. I hope the event is a great success and that everyone has a wonderful time.

Thank you again for your kind invitation. I look forward to future opportunities to engage with the school community.

Sincerely,

[Your Name]