

Dear [Event Organizer's Name],

Thank you so much for inviting me to the [Name of the Event] on [Date]. I truly appreciate the opportunity to be part of such a wonderful occasion.

However, I regret to inform you that I will be unable to attend due to [brief reason, e.g., prior commitments, scheduling conflicts, etc.]. I hope the event is a great success and that everyone has a wonderful time.

Thank you once again for your kind invitation. Please keep me in mind for future events.

Best regards,

[Your Name]

[Your Contact Information]