

# Courtesy Notice

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to inform you that, unfortunately, I will not be able to attend my graduation ceremony scheduled for [insert date of graduation].

This decision was not made lightly, as I have been looking forward to celebrating this important milestone with my peers, faculty, and family. However, due to [brief explanation of reason--e.g., personal circumstances, travel issues], I must regretfully decline to participate.

I want to express my gratitude for the support and guidance I received throughout my studies. I am proud of my accomplishments and the knowledge I have gained during my time at [insert institution name].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]