

# Letter of Inability to Attend Graduation Ceremony

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for my inability to attend the graduation ceremony scheduled for [Insert Date].

Due to [brief explanation of the reason, e.g., a prior commitment, unforeseen circumstances], I will not be able to participate in this significant occasion. Graduating is a momentous milestone for me, and it is with great disappointment that I must miss out on this event.

I would like to extend my appreciation to the faculty and staff for their guidance and support throughout my academic journey. Please convey my best wishes to my fellow classmates as they celebrate this achievement.

Thank you for your understanding. I hope to celebrate with everyone in spirit and look forward to future gatherings where we can all reconnect.

Sincerely,

[Your Name]