

# Non-Attendance Notification

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally notify you of my non-attendance at the upcoming commencement ceremony scheduled for [Insert Date].

Unfortunately, due to [brief explanation of reason, e.g., personal circumstances, travel issues], I will not be able to participate in this significant event.

I truly appreciate the efforts of the faculty and staff in organizing this ceremony and regret missing this milestone alongside my fellow graduates.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]