

# Official Decline Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally decline the invitation to attend the Graduation Day ceremony scheduled for [insert date].

It is with great regret that I must miss this significant occasion due to [insert reason, if appropriate]. I have the utmost respect for this milestone and wish to extend my heartfelt congratulations to all the graduates.

Thank you for understanding my situation. I look forward to celebrating this achievement in other ways, and I wish everyone a memorable day.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution/Organization]