

# RSVP Decline for Graduation Ceremony

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

Thank you for the invitation to the graduation ceremony on [insert date]. I truly appreciate the acknowledgment and the chance to celebrate this special occasion.

However, I regret to inform you that I will be unable to attend due to [brief explanation of the reason, e.g., prior commitments, distance, etc.]. It is disappointing to miss out on such an important event, and I hope to celebrate your achievement in another way.

Congratulations on your graduation! I wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Contact Information]