

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you so much for your kind invitation to [event name] on [date]. I truly appreciate the thoughtfulness of your invitation and the opportunity to be a part of it.

Regrettably, I must inform you that I will not be able to attend due to [brief reason, if appropriate]. I am disappointed to miss out on [specific aspect of the event, if applicable].

I hope you have a wonderful time and that the event is a great success. Please keep me in mind for future gatherings, as I would love to participate when possible.

Thank you once again for your understanding.

Warm regards,

[Your Name]