

Formal Decline After Accepting Letter

Subject: Apology for Unable to Attend [Event Name]

Dear [Recipient Name],

I hope this message finds you well. I regret to inform you that due to unforeseen circumstances, I will be unable to attend [Event Name] on [Date], despite my earlier acceptance.

Please accept my sincere apologies for any inconvenience caused. I greatly appreciate the invitation and hope to join future events.

Sincerely,

[Your Name]

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