

Professional Corporate Decline Email

Subject: Change in Attendance Status for [Event Name]

Dear [Recipient Name],

I am writing to inform you that, regrettably, I will no longer be able to attend [Event Name] on [Date], despite having confirmed earlier. This decision is due to unforeseen professional commitments.

I sincerely apologize for any inconvenience and thank you for your understanding.

Best regards,

[Your Name]

[Position]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/how-to-decline-an-invitation-after-accepting>