

Reject an Invitation Email

Subject: Re: Invitation to [Event Name]

Dear [Sender's Name],

I hope this email finds you well. I wanted to express my sincerest gratitude for the invitation to [Event Name]. It is truly an honor to be considered for such an occasion, and I appreciate the kind gesture. However, after careful consideration and due to unforeseen circumstances, I regret to inform you that I will not be able to attend the event. I have conflicting commitments during the scheduled dates, which I cannot rearrange.

I genuinely wish I could be part of the event and share in the celebration, but unfortunately, it is beyond my control to change my prior engagements.

Once again, I extend my heartfelt appreciation for the invitation and hope that the event will be a resounding success. Please convey my best regards to the organizers and other guests.

Thank you for your understanding, and I hope our paths will cross again in the future.

Warmest regards,

[Your Name]