

(Date of Letter)

(Name)

(Street Address)

(City, State and Zip Code)

Dear :

Thank you for including me in your invitation to the
(party, conference, meeting, etc.) on the
day of (month/year), at o'clock .m. at
(location). As it turns out, I will not be able to
attend and therefore am sending my regrets.

Thank you again for the invitation, and thank you for thinking of
me.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)