

(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)

LAWCHEK, LTD. LETTER PRO Samples, Copyright 2000  
This is not a substitute for legal advice. An attorney must be  
consulted.