Excuse Letter for Not Attending an Event

From:

[Sender’s Name]

[Company Name]

[Address]

[Date]

To,

[Receiver’s Name]

[Company Name]

[Address]

Subject: Excuse for not attending the event.

Dear [Name of recipient]

Thank you for including me in [state the event]. I would have liked to be a part of it, but owing to [explain the reason if possible], I will not be able to attend.

My hope is that the function will be a success. Please accept my apologies for my absence.

Sincerely,

[Signature] optional

[Name]

[Designation] optional

[Company] optional