

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Address Line
City, State Zip Code

Re: Decline to Accept Invitation to Social Event

Dear :

I regret that I must decline the invitation to the Annual Name of Social Event. I will be out of town on business on that particular day.

Your understanding is greatly appreciated.

Sincerely,

N A M E