

## Letter Cancelling an Invitation for a Trip

**[Your Name]**

[Address]

[Letter's Date]

[Recipient's Name]

[Address]

**[Subject: Subject of Letter] -optional**

Dear [recipient's name],

I regret to inform you that I would not be able to make it to the trip to highlands that you invited me on a couple of days ago. I apologize for declining on you since I have got a family emergency and I would not be able to get out of it for another week. We will make a plan to arrange another trip to northern areas next month and by then the weather would also become nice as winters are drawing near.

I apologize again for not being able to make it this time and I hope you all to enjoy and have a great time during your stay there. I really wish I could be a part of this trip but I hope we can go together next time and that you will accept my apology for this time. Have a safe journey.

Thank you very much.

Yours Sincerely,

**[Your Name]**