

Date: [Insert Date]

To,
[Recipient Name]
[Recipient Title/Position]
[Organization Name]
[Address]

Subject: Apology for Not Participating in Seminar Due to Scheduling Conflict

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my sincere apologies for not being able to participate in the seminar scheduled on [Date] at [Venue/Platform].

Unfortunately, I have a prior commitment that overlaps with the timing of the seminar, making it impossible for me to attend. I deeply regret this scheduling conflict, as I understand the significance of the event and the value it offers to all participants.

I am truly grateful for the opportunity to be considered for this seminar and appreciate the effort that went into organizing such an important gathering. Please know that my inability to attend is in no way a reflection of a lack of interest or appreciation for the work being done.

I kindly request your understanding regarding my absence. I would very much appreciate being informed about future seminars or related activities, as I am eager to participate and contribute when my schedule allows.

Thank you again for your consideration. I wish you and all the attendees a successful and productive seminar.

Sincerely,
[Your Name]
[Your Position/Designation]
[Your Organization, if applicable]