Casual Informal Refusal Email

Subject: Sorry I Can't Make It

Hi [Friend/Colleague Name],

Thanks a lot for inviting me to [Event]. I wish I could be there, but I already have plans for that day.

Hope you all have an amazing time! Let's catch up soon.

Best,

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/refusal-letter-for-invitation