Declining an Invitation by Email

Activity Type

Reading and Writing Exercises: unscrambling, gap-fill, ordering, rewriting sentences, email writing

Focus

Business emails

Declining an invitation

Aim

To learn and practice writing business emails declining work-related invitations.

Preparation

Make one copy of the three-page worksheet for each student.

Level

Intermediate (B1)

Time

45 minutes

Introduction

In this business email writing worksheet, students learn and practice writing professional and polite emails declining work-related invitations.

Procedure

Give each student a copy of the three-page worksheet.

First, students unscramble common email expressions and then write them in an invitation email.

Exercise A - Answer key

1. c, the DHG Annual Stakeholder Meeting
2. f, I hope this email finds you well
3. e, the purpose of this meeting is to
4. b, your input and participation would be greatly appreciated
5. a, please let me know if you are able to attend
6. d, I look forward to seeing you at

In pairs, students then discuss possible reasons why the invitee is not able to accept the invitation.

Next, students write an email declining the invitation in Exercise A by putting sentences in the correct order to form the email.

Exercise C - Answer key

Subject: Declining Invitation for the DGH Annual Stakeholder Meeting

Dear Mr. Eskander Hakimi,

Thank you so much for inviting me to the DGH annual stakeholder meeting. I appreciate the thought and consideration that went into the invitation. Unfortunately, I will not be able to attend the meeting. The reason for my inability to attend is a schedule conflict. I have a prior commitment, our company's annual general meeting, which is scheduled at the same time as the invitation. I apologize for any inconvenience this may cause and hope you understand.

Thank you again for the invitation, and I wish you all the best with the company's stakeholder meeting.

Sincerely,

Mrs. Kirana Sukatendel

Lastly, students write an email declining an invitation to a work-related meeting or event, following requirements outlined in a prompt.

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Declining an Invitation by Email

A. Unscramble the common email expressions and then write them in the invitation email below.

a. to attend / me know / are able / please let / if you

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b. and participation / greatly appreciated / your input / would be

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c. Annual Stakeholder / Meeting / the DGH

.....

d. you at / I / to seeing / look forward

.....

e. is to / of this / the purpose / meeting

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f. this email / finds / I hope / you well

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Subject: Invitation to (1) .....
Dear Mrs. Kirana Sukatendel, (2) ..... I am writing to formally invite you to attend the DGH annual stakeholder meeting, which will take place on the 21st of February at 5:30 p.m. at the DHG head office. (3) ..... preview our corporate social responsibility (CSR) initiatives for the coming financial year. We will be discussing various points such as the budget, the allocation of resources, the assignment of key roles, and we will be gathering feedback and input from all stakeholders. (4) .... (5) ....., and if so, please RSVP by the 7th of February. Thank you in advance for your time and effort. (6) ..... the DGH annual stakeholder meeting. Sincerely, Mr. Eskander Hakimi

B. With a partner, discuss some possible reasons why Mrs. Sukatendel would not be able to attend the meeting.

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C. In the box, write an email declining the invitation in Exercise A by putting the sentences in order to form the email.

- I have a prior commitment, our company's annual general meeting, which is scheduled at the same time as the invitation.
- Thank you again for the invitation, and I wish you all the best with the company's stakeholder meeting.
- Declining Invitation for the DGH Annual Stakeholder Meeting
- Mrs. Kirana Sukatendel
- Thank you so much for inviting me to the DGH annual stakeholder meeting.
- Mr. Eskander Hakimi,
- The reason for my inability to attend is a schedule conflict.
- I apologize for any inconvenience this may cause and hope you understand.
- I appreciate the thought and consideration that went into the invitation.
- Unfortunately, I will not be able to attend the meeting.

Subject: .....

Dear .....,

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Sincerely,

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C. Now, write an email declining an invitation to an important work-related meeting or event. Use the following information to help you.

Your line manager, Mrs. Narantuya Ganbold, has sent you an email inviting you to meet with her to discuss your annual performance review.

Provide ONE of the following reasons for your declination:

Personal reason: a personal obligation or emergency that prevents you from attending.

Schedule conflict: a prior commitment scheduled at the same time as the invitation.

Health concern: health concerns that prevent you from attending the event or meeting.

Your email should be polite and professional. Let your manager know your future availability.

Subject: .....

Dear .....,

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Sincerely,

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