

8. จดหมายตอบปฏิเสธคำเชิญไปร่วมงานในต่างประเทศ โดยมีการส่งผู้แทนไปร่วมงาน

Dear [name],

With reference to your letter dated [date], I am very honored to be invited to attend [event] on [date] at [place]. Unfortunately, I regret to inform you that I am unable to join the event due to my prior commitment to other missions. I would like to take this opportunity, therefore, to designate [name, position] as my representative to take part in this event.

(If applicable) Please find attached the reply form, and should you require any additional information, please do not hesitate to let me know.

[Name of the faculty], Kasetsart University always looks forward to working with you, and I am certain that the event will be successful and fruitful for all members and participants.

Yours sincerely,


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