Date:

[Company Name]  
[Address]  
[City, STATE, Zip]  
[Contact]  
[Email]  
[Website]

I have received your message about attending the meeting next week. It is held to discuss the upcoming challenges faced by the business. I am glad to know that you are much conscious about challenges related to business. I want to attend the meeting because I am a keen employee in this company. Unfortunately, I regret conveying my inability to attend the meeting due to a lack of conveyance. The meeting location is far from my area and there is no conveyance for me to reach the meeting. I regret to say that I am not able to attend this meeting. Kindly exempt my presence from the meeting. I will be obliged to you for this act.

Regards,

[Your Name]  
[Company Name]  
[Address]  
[City, STATE, Zip]  
[Contact]