

Certainly! Here is a simple example:

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Subject: Gratitude and Regret for Speaking Opportunity

Dear [Organizer's Name],

I hope this message finds you well. I want to express my sincere gratitude for considering me as a speaker for [Event Name] on [Event Date]. It is truly an honor to be considered for such an opportunity. After careful consideration, I must respectfully decline the invitation due to prior commitments that demand my attention during that time.

Please know that this decision was not made lightly, and I am genuinely disappointed to miss the chance to be part of such an esteemed event.

Thank you once again for the invitation and understanding. I hope the event is a great success and would love to stay connected for any future opportunities where I might contribute.

Wishing you all the best,

[Your Name]