

Subject: Gratitude for Speaking Invitation

Dear [Name],

I hope this message finds you well. I wanted to express my sincere gratitude for the invitation to speak at [Event/Organization] on [Date]. It is truly an honor to be considered.

Regrettably, due to prior commitments, I will be unable to attend. I am truly disappointed to miss the opportunity to engage with your audience and share insights. I appreciate your understanding in this matter. Thank you once again for the kind invitation. I hope the event is a resounding success and that we can connect in the future for potential collaborations.

Warm regards,

[Your Name]