

Good [Morning/Afternoon/Evening],

I hope this message finds you well. I want to express my sincere gratitude for considering me to speak at [Event/Organization]. It is truly an honor to be thought of in this capacity.

Regrettably, due to prior commitments, I will not be able to participate in your event on [Date]. I understand the importance of the occasion and how much dedication goes into making it a success. I am truly disappointed that I cannot join you this time.

Thank you once again for the kind invitation. I hope the event is a tremendous success, and please do keep me in mind for future opportunities.

Warm regards,

[Your Name]