

Subject: Thank You for Your Invitation

Dear [Name],

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

Regrettably, due to prior commitments, I am unable to participate at this time. I am genuinely sorry to miss out on the opportunity to engage with such a respected group. I have no doubt that it will be an inspiring event.

Thank you once again for thinking of me. I hope to find other ways to collaborate in the future. Please extend my best wishes to everyone involved.

Warm regards,

[Your Name]