

Dear [Organizer's Name],

I hope this message finds you well. I am truly honored by your invitation to speak at [Event Name]. It means a great deal to be considered for such an important occasion.

Regrettably, due to prior commitments, I must decline this opportunity.

It was a difficult decision, as I hold [Organization/Group Name] in high esteem and would have loved to contribute to your event.

Thank you once again for thinking of me, and I hope we can explore opportunities to collaborate in the future. Wishing you a successful and inspiring event.

Warm regards,

[Your Name]