

Hello [Name],

I hope this message finds you well. I wanted to express my gratitude for offering me the speaking role at [Event/Organization]. It's truly an honor to have been considered.

After careful consideration, I have decided to decline the opportunity.

At this time, I feel that I may not be able to fully commit and do justice to the role due to [mention brief reason if comfortable, e.g., timing or personal commitments].

I greatly appreciate the trust and confidence you have shown in me, and I hope to have the opportunity to collaborate in the future under different circumstances.

Thank you once again for your understanding and support.

Warm regards,

[Your Name]