

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I would like to express my sincere gratitude for inviting me to participate in [specific engagement or event]. It is truly an honor to be considered.

However, after careful consideration, I regret to inform you that I must decline the invitation due to [brief reason, e.g., prior commitments or personal reasons]. I appreciate your understanding in this matter.

Thank you once again for the invitation. I wish you all the best for a successful event and hope to have the opportunity to collaborate in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]