

Rejection of Panel Discussion Invitation

Dear [Organizer's Name],

Thank you for your kind invitation to participate in the upcoming panel discussion on [Topic] scheduled for [Date]. I truly appreciate the opportunity to be a part of such an important conversation.

However, after careful consideration, I must respectfully decline your invitation due to [brief reason if appropriate, e.g., prior commitments, scheduling conflicts].

I wish you the best for a successful event and hope to collaborate in the future.

Thank you once again for thinking of me.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]