

[Your Name]
[Your Job Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for the invitation to attend the [Name of Conference] on [Date]. I appreciate the opportunity and your consideration.

Regrettably, I must decline due to [reason, e.g., prior commitments, schedule conflicts]. I wish you all the best for a successful event and hope to connect at another time.

Thank you once again for your understanding.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]