

Dear [Recipient's Name],

Thank you for your kind invitation to meet on [date] regarding [topic]. I truly appreciate the opportunity and the time you have extended to me.

Unfortunately, I must decline the meeting due to [brief reason if appropriate, e.g., prior commitments, scheduling conflicts].

I hope we can connect at another time and keep the lines of communication open. Thank you once again for your understanding.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]