

Notification of Scheduling Conflict

Dear [Reviewer's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I have a scheduling conflict that prevents me from accepting your invitation to review [Title of the Paper or Proposal] scheduled for [Date].

While I appreciate the opportunity, I regret to inform you that I will not be able to participate this time. I hope to have the chance to contribute in the future.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Institution]

[Your Email]