

Decline Guest Speaker Invitation

Dear [Organizer's Name],

Thank you for considering me as a guest speaker for [Event Name] scheduled on [Event Date]. I am truly honored to have been invited to share my insights with your esteemed audience.

Regrettably, I must decline the invitation due to a prior commitment that I cannot reschedule. I hope you understand my situation.

I wish you the best for a successful event, and I hope to have the opportunity to connect in the future.

Thank you once again for your kind invitation.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution]