

Dear [Organizer's Name],

I hope this message finds you well. I would like to express my sincere gratitude for inviting me to [Event Name] scheduled for [Date]. It is truly an honor to be considered.

However, I regret to inform you that due to [reason, e.g., prior commitments, unforeseen circumstances], I will be unable to attend. I appreciate your understanding in this matter.

Thank you once again for the invitation. I wish you a successful and wonderful event.

Warm regards,

[Your Name]

[Your Contact Information]