

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your invitation to the meeting scheduled for [date and time]. I appreciate the opportunity to discuss [topic of the meeting] with you and your team.

Unfortunately, I must decline your request due to [reason for declining, e.g., a scheduling conflict, prior commitment, etc.]. I regret that I will not be able to participate.

I hope we can find another time to connect in the future. Please let me know if there are other dates that might work for you, or if you would like to follow up via email instead.

Thank you for your understanding.

Best regards,

[Your Name]
[Your Position]
[Your Company]