

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you very much for your kind invitation to the [specific meeting/event name] scheduled for [date and time]. I truly appreciate the opportunity to participate and to engage with you and the team.

Regrettably, I must decline the invitation due to [brief reason, e.g., a prior commitment, scheduling conflict, etc.]. I hope to be able to participate in future meetings and continue our collaboration.

Thank you once again for the invitation, and I wish you a successful meeting.

Warm regards,

[Your Name]  
[Your Position]  
[Your Company/Organization]