

Formal Decline Invitation Letter

Dear [Recipient's Name],

Thank you very much for inviting me to [Event Name] scheduled for [Date]. I greatly appreciate the opportunity and the thoughtfulness of your invitation. Unfortunately, due to prior professional commitments, I will not be able to attend.

I hope the event is a great success, and I look forward to future opportunities to collaborate or participate.

Sincerely,

[Your Name]

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