

Conditional acceptance due to pending commitments

Subject: Provisional Acceptance of Invitation

Dear [Organizer's Name],

Thank you sincerely for inviting me to [event name] on [date]. At this stage, I am pleased to accept the invitation, though I would like to note that my participation depends on the confirmation of a prior commitment. I expect to finalize this within the next few days and will keep you informed.

I truly appreciate your consideration and hope to attend without issue.

Best regards,

[Your Name]

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