

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Address Line
City, State Zip Code

Re: Decline Speaking Engagement

Dear :

I will not be able to accept your offer to speak at the banquet on Date. I have previously accepted an engagement for that day and I will be out of town.

Please accept my apologies and allow me to recommend other speakers who would be perfect for the occasion. If this is acceptable to you, please contact me at your earliest convenience.

Sincerely,

N A M E