Hello [Conference Organizer],

Thanks so much for the opportunity to speak at [Conference Name]! I am truly honored that my proposal was accepted, and I appreciate the effort you and your team have invested in organizing such an incredible event.

Unfortunately, due to an unforeseen scheduling conflict that has popped up since I submitted my proposal, I am unable to attend this year’s conference. This was not an easy decision, as I was genuinely looking forward to speaking at your conference.

Please know that I remain highly enthusiastic about [Conference Name] and hope to have the opportunity to contribute in the future. If there’s any way I can still support the event remotely or help in any other capacity, please don’t hesitate to let me know.

Thank you in advance for your understanding, and I wish you and the entire team a great conference.

Cheers,

[Your Name]