

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I would like to extend my gratitude for considering me for the [specific engagement opportunity] with [Company/Organization Name]. I appreciate the time and effort put into the selection process.

After careful consideration, I regret to inform you that I must decline the opportunity at this time. This decision was not made lightly, as I hold your organization in high regard. However, due to [brief reason such as prior commitments or personal reasons], I am unable to engage at this moment.

Thank you once again for your consideration. I hope to have the opportunity to work together in the future and wish you and your team continued success.

Sincerely,

[Your Name]