[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you of my decision to forgo my participation in the [Name of Honor Program] for the upcoming term. After careful consideration, I have concluded that my current commitments do not allow me to fully engage in what I believe to be an outstanding opportunity.

I greatly appreciate the recognition and the chance to be part of such a respected program, and I thank you and your team for your understanding. I hope to keep the door open for future opportunities to collaborate and contribute.

Thank you once again for your consideration and support.

Sincerely,

[Your Name]