

Dear [Recipient's Name],

I hope this message finds you well. I want to take a moment to express my sincere gratitude for your offer to [describe the offer] that you extended to me on [date]. It truly means a lot to be considered for such an opportunity.

After careful consideration, I have decided to respectfully decline your offer. This decision was not made lightly, as I hold your organization and the work you do in high regard. However, I believe it is in my best interest to pursue other opportunities at this time.

I appreciate your understanding and hope that we can keep in touch for potential future collaborations. Thank you once again for your generosity and consideration.

Warm regards,

[Your Name]

[Your Contact Information]