

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution/Organization Address]

Dear [Recipient's Name],

Thank you for considering me as a reviewer for [Name of the Journal/Conference] in relation to the manuscript titled "[Title of Manuscript]." I truly appreciate the opportunity and your trust in my expertise.

Regrettably, I must decline this invitation due to [reason for declination, e.g., prior commitments, lack of expertise in the specific area, etc.]. I believe that this important work deserves the attention of someone who can dedicate the necessary time and effort to provide a thorough review.

I hope you will consider me for future opportunities, as I would be glad to collaborate in other capacities.

Thank you once again for the invitation. I wish you all the best with the manuscript review process.

Sincerely,

[Your Name]

[Your Title]

[Your Institution/Organization]

[Your Contact Information]