

# Letter of Rejection

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you very much for your invitation to participate in the international exchange program. I appreciate the time and effort you put into organizing this opportunity.

After careful consideration, I regret to inform you that I must decline the invitation due to [briefly state reason, e.g., prior commitments, personal reasons]. This decision was not made lightly as I recognize the value and potential benefits of participating in such an enriching experience.

I am hopeful that there will be opportunities for collaboration in the future and wish you every success with the program. Thank you once again for your kind invitation.

Warm regards,

[Your Name]

[Your Title/Position, if applicable]