

Dear [Client's Name],

I hope this message finds you well. I would like to express my gratitude for considering me for the [specific project or job title] opportunity. It truly means a lot to me.

After careful consideration, I regret to inform you that I must decline the offer at this time. This decision was not made lightly, as I appreciate the potential collaboration and your trust in my skills.

Thank you once again for the opportunity, and I hope we can connect on future projects. Wishing you all the best in your search for the perfect candidate.

Warm regards,

[Your Name]

[Your Contact Information]