

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Consultant's Name]

[Consultant's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Consultant's Name],

Thank you for extending the consultancy offer to me. After careful consideration, I regret to inform you that I must decline the offer at this time due to timing issues.

I appreciate the opportunity and the confidence you have placed in me, and I hope to stay in touch for potential future collaborations.

Thank you once again for your understanding.

Sincerely,

[Your Name]