

Dear [Consultant's Name],

Thank you for extending the offer to consult with [Company/Organization Name]. I truly appreciate the opportunity and the trust you have placed in me.

After careful consideration, I must respectfully decline the offer at this time. This decision was not easy, as I hold your team in high regard and recognize the exciting projects you are working on.

I hope to keep the door open for future collaborations and wish you the best in your endeavors. Thank you once again for your kind offer.

Warm regards,

[Your Name]

[Your Contact Information]