

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for extending the consultancy offer to me. I appreciate the time and effort you invested in the interview process and the insights shared about [Company's Name].

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I hold your team and the projects in high regard.

However, I would like to suggest [Referral Name], who I believe would be a great fit for the consultancy role. [He/She/They] has a strong background in [related field or expertise], and I think [he/she/they] would offer valuable contributions to your team.

Thank you once again for the opportunity. I hope we can stay connected for potential collaborations in the future.

Wishing you and your team continued success.

Sincerely,

[Your Name]