

Declining Board Invitation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you very much for the invitation to join the Board of [Company/Organization Name]. I am truly honored to have been considered for this role and appreciate your faith in my abilities.

After careful consideration, I must respectfully decline the invitation. Due to [a brief reason if comfortable, e.g., other commitments, personal reasons], I am unable to take on this responsibility at this time.

I wish you and the board continued success and hope to stay connected in the future.

Thank you once again for the opportunity.

Sincerely,

[Your Name]