

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally decline the [specific offer, request, or proposal] received on [date]. After careful consideration, I have decided to pursue other opportunities that align more closely with my current goals and priorities.

I am grateful for the opportunity to [mention any positive aspect of the offer/request], and I appreciate the time and effort you invested in presenting it.

Thank you for your understanding. I wish you all the best in your future endeavors and hope our paths may cross again.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]