

[Your Name]
[Your Address]
[City, State, ZIP]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, ZIP]

Dear [Recipient's Name],

Thank you very much for [the offer/opportunity/invitation] to [describe the subject, e.g., join your company, attend the event, etc.]. I appreciate your consideration and the time you have taken to [interview me/discuss this opportunity/extend the invitation].

After careful consideration, I must respectfully decline [the offer/opportunity/invitation] at this time. This decision was not easy and was made after thoroughly weighing my current situation and future goals.

I am grateful for the opportunity and sincerely appreciate your interest. I wish you and [Company/Organization Name] continued success and hope we may cross paths in the future.

Sincerely,

[Your Name]