

Ladies and Gentlemen,

I would like to express my heartfelt gratitude for considering me for the position on the board. It is an honor to be recognized and to know that my contributions have been valued by such a distinguished group.

After careful consideration and reflection, I have decided to decline the offer. This decision was not made lightly as I hold this organization in high regard and have immense respect for its mission and members.

However, I believe it is essential for both my personal and professional growth to focus on other commitments at this time.

I am truly grateful for the opportunity and am committed to supporting the organization in other ways. Please do not hesitate to reach out if I can be of assistance in the future.

Thank you once again for your understanding and support.

Warm regards,

[Your Name]