

Certainly! Here's a simple example:

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Dear [Board Chair's Name],

I hope this message finds you well. I wanted to express my gratitude for the opportunity to be considered for a position on the board of [Organization Name]. It is truly an honor to be considered among such a distinguished group of individuals.

After careful consideration, I have decided to decline the offer to join the board at this time. This decision was not made lightly and involves a thorough reflection on my current commitments and the time I would be able to dedicate to the board.

I have immense respect for the mission of [Organization Name] and am eager to continue supporting it in ways that align with my current capacities. I would be more than happy to contribute to specific projects or initiatives in the future, should the opportunity arise.

Thank you once again for considering me for this important role. I look forward to staying connected and wish the board continued success in its endeavors.

Warm regards,

[Your Name]

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