

[Your Name/Organization Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]

Subject: Formal Declination of [Project Name/Position/Proposal]

Dear [Recipient Name],

Thank you for the opportunity to [participate in/bid for/be considered for] the [Project Name/Position]. We appreciate the time you took to share the details and requirements of this engagement.

After a thorough internal review of our current obligations and professional relationships, we have determined that we must formally decline this opportunity. This decision is based on a direct conflict of interest that prevents us from fulfilling the requirements of this role with the necessary impartiality and professional neutrality.

As per our ethical guidelines and commitment to transparency, we believe it is in the best interest of all parties to withdraw our consideration at this stage to avoid any potential breach of professional standards.

We appreciate your understanding regarding this matter and wish you success in finding a suitable candidate for this project.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]