

[Your Name]
[Your Job Title, if applicable]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company/Organization]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]

Dear [Recipient Name],

Thank you very much for extending the contract offer dated [Offer Date]. I appreciate the time and effort your team invested throughout the selection and proposal process, and I remain grateful for your consideration and interest in working with me/us.

After careful review, I regret to inform you that I must decline the contract offer as presently constituted. Some key terms and conditions proposed in the contract are non-negotiable and, unfortunately, do not align with my/our requirements or expectations at this time. While I respect your position and understand the reasons for these stipulations, it is essential for any agreement to be founded on terms that are mutually beneficial and satisfactory to both parties.

I hope we may have opportunities for collaboration in the future under circumstances that allow for more flexibility in negotiating contract provisions. Thank you again for your understanding and the courtesy extended throughout this process.

Please let me know if you have any questions or if you would like to discuss further possibilities down the line.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Company/Organization Name]