

Sub: (Your name) reply to the offer for (project name)

Dear Mr/ Ms. ____

Good Morning

Thank you so much for considering me for this project. Unfortunately, after much consideration of your offer, I would like to politely decline. As a freelancer time constraint is the main reason for my decision. All my slots are filled and I find it hard to allocate one to you. It would be my pleasure to refer a colleague for the same (add details like name and contact).

I hope we get to collaborate again, soon. Thank you so much for taking the time to approach me. I deeply value this offer and am saddened to decline it. Please do feel free to reach out again at (email id/contact number) when the need arises.

Best wishes

(Your name)

