

**LETTER DECLINING CONTRACT PROJECT**  
**(Sample — Modify)**

Re: [Subject]

Dear [Name]:

This letter confirms our conversation of [date]. Unfortunately, I cannot work on the [describe matter] contract project you discussed with me.

Although I cannot assist you with this project, please remember me for future projects.

Thank you for considering me for this project.

Yours,

[Contract Attorney]

**IMPORTANT NOTICES**

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