

**PROMPT WO-008**

Decline a Request Professionally

Purpose

Use this prompt to write a polite, respectful, and professional email when you need to decline a request. Whether you're declining a meeting, proposal, invitation, favour, or business opportunity, this prompt helps you say “no” while maintaining positive relationships.

DIFFICULTY
 **Beginner**

TIME SAVED
 **10–15 min**

BEST FOR
Business Comms



Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced business communication specialist.

Write a professional email declining a request using the information below.

Recipient:

[Insert recipient name]

Request being declined:

[Describe the request]

Reason for declining:

[Insert reason]

Alternative solution (optional):

[Insert an alternative if appropriate]

Additional information:



[Insert any additional details]

Tone:

Professional, polite, respectful and appreciative.

Please:

- Write a clear and appropriate subject line.
- Begin with a professional greeting.
- Thank the recipient for their request or invitation.
- Clearly but politely decline the request.
- Provide a brief explanation without over-explaining.
- Offer an alternative solution where appropriate.
- End on a positive and professional note.
- Finish with an appropriate closing.

Return only the completed email.



Example

INPUT

Recipient: John Taylor

Request Being Declined: Invitation to speak at a networking event.

Reason for Declining: Existing work commitments.

Alternative: Happy to consider future events.

Tone: Friendly and professional.

EXPECTED OUTPUT

Subject: Thank You for Your Invitation

Dear John,

Thank you very much for inviting me to speak at your upcoming networking event.

I really appreciate you thinking of me. Unfortunately, due to existing work commitments, I won't be able to attend on this occasion.

I wish you every success with the event, and I'd be delighted to be considered for future opportunities if the timing allows.

Thank you again for your invitation, and I hope the event is a great success.



Kind regards,
[Your Name]

 **Builder's Tip:** *A professional refusal doesn't need to be lengthy. Thank the recipient, decline respectfully, and, where appropriate, leave the door open for future opportunities.*

Related Prompts

- WO-001 – Write a Professional Email
- WO-004 – Write a Professional Follow-Up Email
- WO-007 – Confirm an Appointment or Meeting
- WO-009 – Thank a Customer or Colleague

Tags

EMAIL

PROFESSIONAL
COMMS

BUSINESS

WORKPLACE

DECLINE
REQUEST