

*I help clients create a handful of go-to scripts that are specific to their concerns.*

When clients feel uncomfortable saying “No”

Here are 25 polite, professional, and friendly ways to decline an offer or request that maintain a friendly and approachable tone while still clearly conveying your decision.

1. I appreciate the consideration/invite, unfortunately, I will not be available until (the beginning of fall).
2. Thank you for reaching out with your questions. Let me help direct you to the right person that can help guide you to the correct answers.
3. Unfortunately, I am not available during that time. My availability is \_\_\_\_\_ and \_\_\_\_\_.
4. Thank you. I will get back to you after I take some time to think about it.
5. I value what you are saying, but I disagree.
6. I know you want to help, but... / I am confident I am able to...
7. Thanks so much for the offer! I'd love to, but I have to pass this time.
8. Thank you for considering me, but I'm unable to commit to this.
9. I'm grateful for the opportunity, however, I have to pass on this one.
10. I really appreciate you thinking of me. Unfortunately, I'm not able to take this on right now.
11. I'm grateful for the opportunity, but I'll have to decline this time around.
12. Thank you for reaching out, but I must respectfully decline.
13. I'm flattered by the offer, but I have to decline due to other commitments.
14. Thanks for reaching out! This isn't quite the right fit for me at the moment, but I hope we can connect again soon.
15. Unfortunately, this doesn't align with my current priorities. I hope you understand.
16. I'm honored by the request, but I am unable to participate at this moment.
17. I'm honored you asked, but I'm not able to join in right now. I hope you have a great time!
18. This sounds like a great opportunity, but I'm currently unable to accept the prospect.
19. I appreciate the invitation, but I'm unable to accept it at this time.
20. Thank you for thinking of me. Regrettably, I have to say no.
21. I appreciate the invitation! Sadly, I need to say no this time, but thank you for considering me.
22. I'm flattered by your offer, but I have other commitments at the moment. Let's keep in touch for future opportunities!
23. This sounds like a fantastic opportunity! I'm just swamped right now, so unfortunately, have to pass. I hope it goes well!
24. Thank you so much for the invite! I'm going to have to decline this time, but I really appreciate you thinking of me.
25. I'm grateful for the offer, but I'm going to have to say no for now. I hope we can catch up another time!