***Note:*** *You need to make a copy.*

*File → Make a Copy*

*—*

Hi {{FirstName}},

Thanks for thinking of me for your {{Ask}}. I really appreciate it and I normally love doing stuff like this.

Unfortunately, with my {{Thing1}}, {{Thing2}}, and {{Thing3}} taking priority, I’m booked solid and just can’t put anything else on my plate.

I hope you won’t take this personally. I field a lot of requests, and I realize that I need to say no if I hope to make meaningful progress on my personal projects

Please feel free to reach out again in 90 days or so, and I might be in a better position to accept.

Again, thanks for thinking of me. Best of luck with the {{Ask}}, {{FirstName}}

Cheers,

{{YourName}}