

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

Thank you very much for submitting your business proposal and sharing your ideas with us. We greatly appreciate the time and effort you invested in preparing such a comprehensive and thoughtful presentation.

After careful review and consideration, we have decided not to move forward with your proposal at this time. This decision was made in light of our current strategic priorities and existing commitments, and is by no means a reflection on the quality of your proposal or the value of your services.

We sincerely value our professional relationship and are impressed by your organization's capabilities. While we are unable to proceed right now, we would be glad to consider future opportunities for collaboration as our needs evolve.

Thank you again for thinking of us. We wish you continued success and look forward to staying in touch.

Best regards,

[Your Name]

[Your Title/Position]

[Your Company Name]