

[Your Name]
[Your Title]
[Your Organization]
[Your Email]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]

Dear [Recipient's Name],

Thank you very much for sharing your recent proposal and considering [Your Organization] as a potential partner. We truly appreciate the time and effort you have invested in presenting this opportunity to us.

After careful consideration, we have decided not to move forward with the proposed collaboration at this time. This decision was not made lightly, and it in no way reflects the quality of your work or the potential for value in future partnerships.

We hold your organization in high regard and remain genuinely interested in exploring other ways we might work together in the future. Please do keep us in mind for any upcoming initiatives; we would welcome opportunities to revisit possible collaborations as our priorities evolve.

Thank you again for your interest and understanding. We look forward to staying in touch and wish you continued success with your current and future projects.

Best regards,
[Your Name]
[Your Title]
[Your Organization]