

[Your Company Name]

[Street Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company Name]

[Recipient Address Line 1]

[Recipient City, State ZIP Code]

Dear [Recipient Name],

Thank you for reaching out to **[Your Company Name]** with your business partnership proposal. We sincerely appreciate the time and effort invested in presenting your ideas and the interest shown in exploring collaboration with us.

After a thorough review, we regret to inform you that we will not be moving forward with your proposal at this time. Our current strategic focus and partnership criteria do not align with the objectives outlined in your submission. Please understand that this decision is not a reflection on the value of your organization and should not discourage you from pursuing your important work or seeking collaboration elsewhere.

We do appreciate your consideration of **[Your Company Name]** as a potential partner and remain open to future opportunities that may better align with our business goals. We wish you every success in your endeavors.

Thank you once again for your interest and understanding.

Sincerely,

[Your Name]

[Your Title]

**[Your Company Name]**