

Date: [Insert Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

Thank you for submitting your recent business proposal to [Your Company Name]. We appreciate the time, effort, and thoughtful consideration you have dedicated to presenting this opportunity.

After thorough review and careful consideration, we regret to inform you that we are unable to move forward with your current proposal at this time. This decision was not made lightly and is based on our present strategic priorities and commitments.

Please know that this in no way reflects our view of your organization. We value the relationship we have built and recognize the potential for promising collaborations in the future. We kindly invite you to keep in touch and welcome the opportunity to revisit partnership discussions as our respective priorities evolve.

Our team is committed to maintaining open communication and exploring opportunities that may be mutually beneficial. We encourage you to share any future proposals, updates, or ideas that may align with our shared goals.

Thank you again for considering [Your Company Name] as a potential partner. We look forward to staying connected and hope to explore ways to collaborate moving forward.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Contact Information]