

[Your Company Logo/Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient Name],

Thank you very much for reaching out to us and considering [Your Company Name] as a potential collaborator for [briefly mention the project or collaboration opportunity, e.g., "your upcoming marketing initiative"]. We truly appreciate the time, effort, and resources your team has invested in exploring this partnership.

After careful consideration, we regret to inform you that we must decline the opportunity to collaborate on this project at this time. Our decision is based on [briefly state the reason(s), e.g., "current resource constraints," "strategic priorities," or "alignment with our capabilities/project goals"]. This has not been an easy decision, as we hold [Recipient Company Name] in high regard and recognize the value your organization brings to potential ventures.

Please know that our choice reflects current circumstances and does not diminish our interest in working together in the future. We believe strongly in the potential synergy between our companies and would welcome the opportunity to explore collaboration on upcoming projects that more closely align with our timelines and mutual objectives.

We invite you to stay in touch regarding future initiatives, and we will also keep your organization in mind for relevant projects that may arise. If you would like to discuss possible alternative opportunities or revisit a partnership at a later date, please feel free to reach out at any time.

Once again, thank you for your interest and the proposal to collaborate. We wish you continued success in all your endeavors and look forward to the possibility of working together in the future.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]