

[Your Company Letterhead or Name]
[Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I would like to thank you for approaching us with your proposal for a business partnership between [Recipient's Company Name] and [Your Company Name]. We truly appreciate the time, effort, and thought that you have put into outlining the possibilities of collaboration.

After careful consideration, we have decided not to pursue a partnership at this time. This decision was reached following thorough evaluation of our current strategic priorities and resources. Please be assured that this is in no way a reflection on the strengths and vision of your organization, which we hold in high regard.

We sincerely value the relationship between our companies and hope to remain in contact as we both continue to evolve. Perhaps there will be opportunities for us to collaborate in the future, and we would welcome the chance to reconnect at that time.

Thank you once again for your interest in partnering with us. We wish you and your team continued success in all your endeavors.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Company Name]