

[Your Name]  
[Your Position]  
[Your Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]

Dear [Recipient Name],

Thank you very much for submitting your proposal, titled “[Proposal Title]” to [Your Organization]. We appreciate the time, effort, and expertise you have invested in preparing and presenting your ideas for our consideration.

After careful review and deliberation, we regret to inform you that we will not be moving forward with your proposal at this time. Please understand that this decision was made based on a comprehensive assessment of all submissions in relation to our current goals, priorities, and available resources. Several factors influenced our decision, including [briefly mention specific reason(s), e.g., scope alignment, budget constraints, or overlap with existing initiatives].

We highly value your interest in collaborating with [Your Organization] and encourage you to consider the following suggestions for future proposals:

- **Clarify Objectives:** Clearly define the primary goals and intended outcomes of your project to ensure alignment with organizational objectives.
- **Strengthen Supporting Evidence:** Provide more detailed data, case studies, or research to substantiate your proposal's approach and expected impact.
- **Address Potential Challenges:** Identify anticipated obstacles and outline robust strategies for mitigation.
- **Enhance Cost Breakdown:** Offer a more precise budget allocation and justification for requested resources.
- **Collaboration Opportunities:** Consider partnerships or integration with ongoing initiatives to increase feasibility and appeal.

We appreciate your commitment to advancing [relevant field or industry] and hope you will continue to engage with us in the future. Please feel free to reach out if you would like additional feedback or guidance regarding your proposal.

Thank you once again for your effort and interest. We wish you the best in your future endeavors.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]