

Polite Collaboration Rejection Letter Template (with Future Partnership Possibility)

[Your Name]
[Your Position]
[Your Company/Organization]
[Address Line 1]
[Address Line 2]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Address Line 1]
[Address Line 2]

Dear [Recipient Name],

Thank you very much for reaching out and for considering [Your Company/Organization] as a potential partner for [briefly describe the proposed collaboration/project]. We truly appreciate the effort and thoughtfulness that went into your proposal and are honored by your interest in working with us.

After careful consideration, we regret to inform you that we are unable to move forward with the collaboration at this particular time. This decision was not made lightly, and it is due to [briefly state general reason, e.g., "our current strategic priorities" / "resource limitations" / "existing commitments"]. We want to emphasize that our decision is not a reflection of the merits of your proposal or the value we see in your organization.

We hold your team and your work in high regard, and we believe there may be opportunities for us to collaborate in the future should circumstances change. We would very much welcome the chance to revisit this conversation at a later date and stay in touch regarding potential partnership possibilities.

Thank you once again for considering us, and please do not hesitate to reach out with any future proposals or ideas. We wish you continued success with all your endeavors.

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