

[Your Company Letterhead or Logo]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

Thank you very much for reaching out to us and sharing your recent business partnership proposal. We truly appreciate the time, effort, and thought your team has invested in exploring potential opportunities with [Your Company Name].

After thorough consideration, we have decided not to proceed with a partnership at this time. This decision is based solely on our current strategic priorities and resource commitments, and does not reflect any shortcomings in your proposal or the potential value of collaboration with your organization.

We hold [Recipient Company Name] in high regard and recognize the strengths your team brings to the industry. While we are unable to embark on a partnership at present, we would welcome the opportunity to revisit possibilities for working together in the future as our circumstances evolve.

Please do keep in touch and feel free to update us on your company's initiatives and developments. We hope to find an opportunity for mutual collaboration down the line.

Thank you once again for considering [Your Company Name] as a potential partner. We wish your team continued success and look forward to staying connected.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]