

[Your Company Letterhead or Your Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address Line 1]
[Recipient Address Line 2]
[City, State, Zip Code]

Dear [Recipient Name],

Thank you for reaching out to us with your detailed proposal regarding a potential partnership between our organizations. We appreciate the time, effort, and strategic consideration that went into your submission, and we value the opportunity to explore new avenues for mutual growth.

After careful review and consideration by our executive team, we have decided not to pursue a partnership at this time. This decision was based on our current business priorities and strategic focus, which do not align fully with the scope and objectives outlined in your proposal. Please be assured that this decision does not reflect on the merits of your organization or the quality of your proposal, but rather our internal direction at this stage.

We recognize the potential for collaboration between our companies, and we would be pleased to revisit this conversation in the future as our business priorities evolve. Please feel free to keep us updated on any new initiatives or developments, and we will likewise reach out should circumstances change on our end.

Thank you again for considering us as a potential partner. We wish you success in all your current and future endeavors, and we hope to remain in contact.

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