

Dear [Name],

Thank you very much for reaching out and for considering [Your Company/Organization Name] as a potential partner. We truly appreciate the time and effort you have invested in sharing your proposal and vision for collaboration.

We recognize the value that a partnership between our organizations could bring, and we are grateful for the opportunity to explore possibilities together. Your approach aligns with several aspects of our mission, and we found your ideas both thoughtful and promising.

At this time, [briefly state your position-e.g., we are currently focusing on other initiatives / we would like to discuss further / we are not able to proceed immediately]. However, we are open to keeping the lines of communication open and would be happy to stay in touch for future opportunities.

Once again, thank you for your kind offer and for considering us as a potential partner. We wish you every success in your future endeavors and look forward to the possibility of working together when the time is right.

Warm regards,
[Your Full Name]
[Your Position]
[Your Company/Organization Name]
[Contact Information]