

Dear [Recipient's Name],

Thank you very much for reaching out and considering me/us for this collaboration opportunity. I truly appreciate the time and effort you invested in presenting your proposal.

After careful consideration, I regret to inform you that I am/we are unable to commit to this collaboration at the present time due to [briefly mention reason if appropriate, e.g., current commitments, bandwidth, strategic alignment, etc.].

Please know that I/we value your work and recognize the potential for a productive partnership between our organizations in the future. I/we would be very interested in revisiting possible collaboration opportunities down the line when circumstances allow.

Thank you again for considering me/us. I/we wish you the very best with your current projects, and I/we look forward to staying in touch.

Best regards,

[Your Name]

[Your Position/Organization]