

Collaboration Rejection Letter with Future Cooperation Offer

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[Recipient's City, State, ZIP Code]

Dear [Recipient's Name],

Thank you very much for reaching out and for considering [Your Company/Organization] as a potential partner for collaboration. We sincerely appreciate the time and effort you invested in preparing your proposal, and we are honored by your interest in working together.

After careful consideration, we regret to inform you that we are unable to pursue the proposed collaboration at this time. This decision is based on [briefly outline the reason, e.g., current strategic priorities, resource constraints, timing, etc.], and is not a reflection of your organization's merits or the potential value of your proposal.

We have great respect for the work your team is doing and believe there could be strong synergies between our organizations in the future. We would welcome the opportunity to revisit the conversation at a later date when circumstances are more conducive to collaboration.

Once again, thank you for thinking of us and for your understanding. Please let us keep the lines of communication open; we look forward to possible future opportunities to work together.

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