

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

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

Dear [Recipient's Name],

Thank you very much for reaching out and sharing your proposal for a potential partnership between [Recipient's Company Name] and [Your Company Name]. We truly appreciate the time and effort you invested in outlining how our organizations might work together and the potential benefits that such a collaboration could offer.

After careful consideration and thorough discussion with our team, we have decided not to pursue a partnership at this time. This decision is based on our current strategic priorities and resource allocations, and does not reflect on the quality or potential value of your organization or your proposal.

We hold [Recipient's Company Name] in high regard and are genuinely impressed by the innovative work you are doing within the industry. While we are unable to collaborate at present, we believe there may be opportunities for us to connect in the future as our objectives evolve.

Thank you once again for considering us for this potential partnership. We wish you continued growth and success, and we hope our paths may cross again under different circumstances. Please feel free to stay in touch, and let us know if we can support each other in less formal ways going forward.

With best regards,  
[Your Name]  
[Your Position]  
[Company/Organization Name]