

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Organization/Department Name]

Subject: Rejection of Project Proposal â€“ Resource Allocation Constraints

Dear [Recipient's Name],

This letter serves as a formal **rejection of the project proposal** titled "[Project Title]." After a comprehensive review and careful evaluation by our project assessment team, we regret to inform you that your proposal will not be approved at this time.

The primary reason for this decision is the current limitations in resource allocation. Specifically, our available budget, personnel bandwidth, and essential equipment are fully committed to ongoing initiatives. Allocating additional resources to new projects at this juncture poses significant risks to both current operations and future commitments.

Our decision reflects our commitment to aligning project undertakings with the organization's realistic capabilities and ensuring the optimal use of resources. We believe this approach preserves operational efficiency and upholds the quality of our deliverables.

We greatly appreciate the effort and vision demonstrated in your project proposal. We encourage you and your team to review and revise the proposal with a focus on a more feasible resource plan. Should you be able to adapt the project scope to align with the available resources or propose alternative resource solutions, we welcome a resubmission for consideration in forthcoming review cycles.

Thank you for your understanding and your continued commitment to the goals of the organization. If you require further clarification or would like feedback to strengthen any future submission, please do not hesitate to reach out.

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