

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. Thank you very much for submitting your proposal and for considering a partnership with [Your Company Name]. We sincerely appreciate the time, effort, and thoroughness invested in presenting your ideas and solutions to us.

After a careful review and consideration by our team, we have decided not to move forward with your proposal at this time. Please know that this decision was not made lightly, as we recognize and value the merits and thoughtfulness of your submission.

We are truly grateful for your interest in working with us and hope that you will consider us for future opportunities. Our decision is in no way a reflection of the quality of your proposal, and we would welcome the chance to revisit potential collaborations down the line.

Thank you once again for your understanding and for reaching out to [Your Company Name]. Please do not hesitate to stay in touch, and we look forward to the possibility of working together in the future.

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