

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We appreciate your interest in establishing a collaboration with [Your Company Name]. After a thorough review, we must respectfully decline your business partnership proposal due to our current **company policy** guidelines.

Our policies are designed to ensure alignment with our strategic goals and operational standards, which regrettably do not accommodate the terms outlined in your proposal at this time. Please understand that this decision reflects our policy requirements and should not be interpreted as a judgment of your company's value or potential.

We sincerely thank you for considering a partnership with us and encourage you to stay in touch for future opportunities that may better fit our policy framework.

Wishing you continued success.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]