

[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Date]

[Recipient Name]
[Small Business Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Thank you very much for your recent proposal regarding a potential business partnership. We truly appreciate your interest in collaborating with [Your Company Name].

After careful consideration, we have decided not to move forward with the partnership at this time. This decision was not easy, and reflects our current strategic direction rather than any shortcomings in your proposal or business.

We value the connection between our companies and hope there may be opportunities to work together in the future. Thank you again for your interest and understanding.

Wishing you continued success.

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