

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

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

Subject: Formal Rejection of Contract Due to Unfavorable Conditions

Dear [Recipient Name],

I would like to thank you for submitting the proposed contract dated [contract date] for [brief description of the contract, e.g., "the provision of IT services"]. We value the time and effort your team has invested in the negotiation and preparation of these terms.

After careful review and consideration, we regret to inform you that we must formally decline the contract at this time. Our decision is primarily based on certain conditions and clauses outlined in the agreement that are not aligned with our company's operational requirements and risk management policies. Specifically:

- [List unfavorable condition #1, e.g., "The liability and indemnity clauses place disproportionate responsibility on our organization."]
- [List unfavorable condition #2, e.g., "The payment schedule does not provide sufficient flexibility for our internal processes."]
- [Add additional points as necessary]

While we appreciate the scope and intent of your proposal, these terms are not acceptable to us in their current form. We hope this decision will not preclude us from exploring mutually beneficial opportunities in the future. Should you wish to revisit or renegotiate the above-mentioned conditions, we would be open to further discussions.

Thank you again for your understanding and for considering a partnership with us. We look forward to the possibility of working together under more favorable terms.

Sincerely,
[Your Name]
[Your Position]