

Gentle Rejection Letter with Kind Words to Client

Dear [Client Name],

Thank you very much for reaching out to us and for considering [Your Company/Service] for your recent project/proposal. We truly appreciate the time and effort you invested in exploring a potential collaboration with us.

After careful consideration, we regret to inform you that we are unable to proceed with your request at this time. This decision was not easy, as we hold your organization in high regard and value the relationship we have developed with you. Due to [brief and honest reason, e.g., current commitments, resource limitations, project fit, etc.], we are unable to give your project the attention it deserves.

Please know that this decision in no way reflects the quality or merit of your proposal. We truly appreciate your understanding and hope you will not hesitate to reach out for future opportunities. If circumstances change on our end, or if there are other ways we may be able to support you, we would be delighted to reconnect.

Thank you again for your interest in working with us. We wish you great success with your project and hope our paths cross again in the future.

Warm regards,

[Your Name]

[Your Title/Position]

[Your Company]