

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

Thank you for submitting your recent business proposal, titled "[Proposal Title]," and for your interest in collaborating with [Your Company Name]. We appreciate the time and effort your team invested in preparing the materials and presenting your ideas to us.

After a thorough evaluation, we regret to inform you that we are unable to approve your proposal at this time. While we recognize several strengths in your submission, we have determined that the proposal does not fully align with our current project scope, budgetary constraints, and strategic objectives.

To support your endeavors and facilitate future opportunities for partnership, we would like to provide some constructive feedback regarding potential enhancements:

- **Project Scope Definition:** Consider narrowing the project focus to target our immediate priorities and deliver measurable outcomes within the proposed timeline.
- **Budget Alignment:** A more detailed and flexible budget proposal, with options accommodating various funding scenarios, would be beneficial for our review process.
- **Strategic Fit:** Highlight how your solution complements our core business goals and addresses specific challenges we outlined in our request for proposals.
- **Demonstrated Value:** Strengthening the case for return on investment and providing clear performance metrics would further underscore the value of your proposal.

We value your interest in building a professional relationship with [Your Company Name] and hope you will consider revising your proposal based on the feedback provided. Should you have any questions or require further clarification, please do not hesitate to reach out.

We look forward to the possibility of collaborating on future initiatives that align more closely with our strategic vision.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]