

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

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Thank you very much for your recent proposal regarding the potential business partnership between **[Your Company Name]** and **[Recipient Company Name]**. We truly appreciate the time, thought, and effort that have gone into your proposal, as well as your interest in collaborating with us.

After careful review and consideration, we regret to inform you that we are unable to pursue the partnership at this time. Our decision is primarily driven by a current lack of resources-both financial and operational-as we need to prioritize our ongoing projects and maintain optimal efficiency in resource allocation.

Please be assured that this decision is not a reflection on the merits of your proposal, which we recognize holds considerable potential for mutual benefit. Rather, it reflects our present capacity and strategic focus.

We genuinely value the opportunity to connect, and we hope circumstances will allow us to revisit the possibility of partnership in the future when our resource levels permit. We appreciate your understanding and wish you continued success with your initiatives.

Thank you again for reaching out to us.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]