

Sample Courteous Business Partnership Decline Letter

Dear [Recipient Name],

Thank you very much for reaching out and for considering [Your Company Name] as a potential partner for [briefly mention proposed partnership/project]. We greatly appreciate the time and effort you have taken to outline the details and goals of a possible collaboration.

After careful consideration, we have decided not to pursue this partnership at this time. This decision is based on [brief, non-specific reason, e.g., "current strategic priorities and internal commitments" or "our present business direction"], and does not reflect any lack of respect for your proposal or your organization.

We genuinely value the relationship between our companies, and we hope to explore potential opportunities together in the future, should circumstances align more favorably.

Thank you again for your understanding and for thinking of us. We wish you and your team much success with your ongoing and future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]