

Date: [Insert Date]

[Recipient Name]

[Company Name]

[Address]

[City, State, ZIP]

Dear [Recipient Name],

This letter serves as a formal notification of the decision to decline your business proposal. While we are unable to move forward at this time, we want to express our sincere appreciation for the **creative ideas** you presented. Your innovative approach and thoughtful insights were impressive and have given us valuable perspectives to consider for future projects.

We encourage you to continue developing your concepts and hope to have opportunities to collaborate down the line.

Thank you once again for sharing your proposal and for your interest in working with us. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]