

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

Thank you very much for submitting your business proposal to [Your Company Name]. We appreciate the considerable time, effort, and creativity you invested in preparing and presenting your ideas to us.

After careful review and thoughtful consideration, we have decided not to move forward with your proposal at this time. Please know that this decision was not made lightly. We recognize and value the innovative approach you took and the dedication evident throughout your submission.

We want to express our sincere gratitude for your interest in collaborating with us. Your proposal featured several compelling concepts, and we believe that your company brings significant value to the table. Although we are unable to proceed under current circumstances, we would be pleased to keep your details on file for any future opportunities that may better align with our business objectives.

Once again, thank you for considering a partnership with [Your Company Name]. We wish you continued success and look forward to the possibility of working together in the future.

Warm regards,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Contact Information]