

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Response to Engagement Offer

Dear [Recipient's Name],

Thank you for your recent correspondence regarding the engagement offer extended to us. We truly appreciate the time and effort your organization has put into this proposal.

After careful consideration, we regret to inform you that we will not be able to accept the engagement offer at this time. This decision was made due to [brief reason, e.g., conflicting priorities, alignment issues, etc.], and does not reflect any lack of respect for your organization or the benefits of the proposed engagement.

We value the relationship between our two organizations and hope to explore future opportunities for collaboration. We would be happy to keep the lines of communication open for potential partnerships down the road.

Thank you once again for your understanding. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]