

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Thank you for reaching out to us with your proposal for a partnership. We appreciate your interest in collaborating with [Your Company].

After careful consideration, we have decided not to pursue this opportunity as we currently have no plans to engage in new partnerships at this time. We are focusing on our existing projects and priorities.

We appreciate your understanding and wish you success in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Your Company]