

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your generous offer to sponsor [specific tech innovation/event]. We appreciate your interest in collaborating with us and the support you provide to forward-thinking initiatives.

After careful consideration, we have decided to decline the sponsorship opportunity at this time. This decision is based on [brief reason, e.g., current budget constraints, alignment with our strategic goals, etc.].

We hold your organization in high regard and hope to explore potential collaborations in the future that may be mutually beneficial.

Thank you once again for your understanding, and we wish you the best in your continued efforts in [tech innovation/event].

Sincerely,

[Your Name]

[Your Position]

[Your Company]