

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for considering [Your Company Name] as a potential sponsor for your upcoming tech innovation initiative. We appreciate the time and effort you invested in presenting this opportunity to us.

After careful consideration, we regret to inform you that we will not be able to participate as a sponsor this year. This decision was not made lightly, as we recognize the significance of supporting technological advancements.

We wish you the best in your endeavors and hope to cross paths in the future. Please keep us informed of your future initiatives, as we would like to explore potential collaborations down the line.

Thank you once again, and best wishes for your project.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]