

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret that we were unable to reach a mutually beneficial agreement during our recent discussions.

We value the time and effort you invested in exploring opportunities for collaboration. Despite our best efforts, it seems our goals and objectives did not align at this time. Please know that this decision was not made lightly, and I still hold your company in high regard.

I genuinely hope we can keep the lines of communication open for potential future partnerships. Please do not hesitate to reach out if circumstances change or if there are other opportunities to collaborate.

Thank you once again for your understanding and professionalism throughout this process.

Warm regards,

[Your Name]

[Your Position]

[Your Company]