

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I would like to extend my sincere gratitude for the time and effort you dedicated to our recent negotiation discussions. It is always a pleasure to engage with professionals like yourself.

Regrettably, after careful consideration, we have decided not to move forward with the terms proposed during our negotiations. This decision was not made lightly, as we hold your organization in high regard and value the potential for collaboration.

We believe there may be opportunities for a successful partnership in the future, and we would welcome the chance to revisit discussions down the line. Thank you once again for your understanding and professionalism.

Wishing you and your team continued success.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]