

Date: [Insert Date]

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

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

Dear [Recipient Name],

We appreciate the time and effort that your team dedicated to the recent negotiations regarding [brief description of the subject matter]. After thorough discussions and evaluations, we regret to inform you that we have decided not to move forward with the proposed terms.

While we recognize the potential benefits and opportunities that could have arisen from this partnership, the terms presented did not align with our current strategic objectives and operational capabilities. We believe it is crucial for both parties to have a shared vision and mutual understanding for any collaboration to succeed.

We value the relationship we have built throughout these discussions and hope to explore potential opportunities in the future that may better align with both of our organizations.

Thank you once again for your time and consideration.

Sincerely,
[Your Name]
[Your Position]
[Your Company]