

Dear [Recipient's Name],

Thank you for your recent request regarding [specific request details]. We appreciate your interest and the time you took to provide us with this information.

After careful consideration, we regret to inform you that we are unable to accommodate your request at this time. [Optional: Brief explanation of the reason, if appropriate]. We recognize this may come as a disappointment, and we want to assure you that this decision was not made lightly.

We value your engagement and hope to have the opportunity to work together in the future. Please do not hesitate to reach out if you have any further questions or if there is anything else we can assist you with.

Thank you once again for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]