

Business Proposal Non-Acceptance Letter

Date: [Insert Date]

From: [Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for the proposal regarding [brief description of the proposal] submitted on [submission date]. We appreciate the time and effort you invested in presenting your ideas.

After careful consideration, we have decided not to move forward with your proposal. This decision was based on [brief reason for non-acceptance, e.g., budget constraints, strategic alignment, etc.].

We value our relationship and encourage you to consider us for any future collaborations.

Thank you once again for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]