

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your proposal regarding [brief description of the proposal] received on [date]. We appreciate the time and effort you put into developing this opportunity.

After careful consideration and discussion, we have decided to decline your proposal. While we recognize the potential benefits, we believe that this is not the right fit for our current business strategy.

We value our relationship and hope to remain open to future opportunities for collaboration. Thank you once again for your understanding and support.

Best regards,

[Your Name]

[Your Position]

[Your Company]