

Your Name
Your Position
Your Company
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Position
Recipient's Company
Recipient's Address
City, State, Zip Code

Dear [Recipient's Name],

Thank you for presenting your proposal regarding [brief description of the proposal]. I appreciate the time and effort you have invested in developing this opportunity for our company.

After careful consideration, we have decided not to move forward with your proposal at this time. This decision was not made lightly, as we recognize the potential benefits of your approach. However, it does not align with our current strategic direction.

We genuinely value the relationship we have built and hope to explore potential collaborations in the future. We encourage you to keep us in mind for any other proposals that may align more closely with our objectives.

Thank you once again for your understanding and for considering us. I wish you all the best in your future endeavors.

Sincerely,

Your Name
Your Position
Your Company