

Business Proposal Dismissal Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for the opportunity to review your proposal regarding [brief description of the proposal]. We appreciate the time and effort you put into it.

After careful consideration, we have decided not to proceed with your proposal at this time. This decision was not made lightly, and it is based on [brief reason for dismissal, if appropriate].

We value the relationship we have with your company and hope to find opportunities for collaboration in the future. Thank you once again for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]