

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your recent proposal regarding [proposal subject]. We appreciate the time and effort you put into presenting your ideas to us.

After careful consideration, we have decided to decline your proposal. While we value your initiative, we believe it does not align with our current strategy and objectives.

We encourage you to stay in touch and wish you the best of luck with your future endeavors.

Thank you once again for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]