

[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]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your invitation to discuss a potential partnership. I appreciate the time and effort you have taken to reach out.

After careful consideration, I regret to inform you that we are unable to participate in a partnership meeting at this time. Our current commitments and strategic direction do not align with this opportunity.

We value your interest and hope to keep the door open for future collaborations.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]