

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Renewal Request Rejection

Dear [Recipient Name],

Thank you for your recent request to renew [specify the agreement/contract/item]. We appreciate your continued interest in our services.

After careful consideration, we regret to inform you that we are unable to approve your renewal request at this time. This decision is based on [briefly state the reason for rejection, if appropriate].

We value your association with us and encourage you to [suggest any alternatives or next steps, if applicable]. Should circumstances change, we invite you to reapply in the future.

If you have any questions or would like to discuss this matter further, please do not hesitate to contact me at [your phone number or email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]