

**Dear [Recipient's Name],**

Thank you for your recent offer to collaborate on [Project/Opportunity Name]. We truly appreciate the time and effort you put into presenting this opportunity.

After careful consideration, we regret to inform you that we will not be able to pursue this collaboration at this time. This decision was not made lightly, and it reflects our current commitments and strategic direction.

We value our relationship and hope to explore other opportunities in the future. Thank you once again for thinking of us.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]