

Partnership Opportunity Decline

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for considering us for the partnership opportunity with [Company Name]. We appreciate the time and effort your team has dedicated to outlining the proposal.

After careful consideration, we have decided not to move forward with this partnership at this time. This decision was not made lightly, as we recognize the potential benefits of collaboration.

We value the relationship we have built with [Company Name] and hope to keep the lines of communication open for potential future opportunities.

Thank you once again for your understanding. We wish you much success in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]