

# Teaming Agreement Decline

[Your Name]

[Your Position]

[Your Company]

[Your 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 a teaming agreement between our companies. We appreciate the time and effort you put into outlining the potential collaboration.

After careful consideration, we regret to inform you that we will not be able to proceed with the teaming agreement at this time. This decision was not made lightly, and it results from a variety of factors including our current strategic priorities.

We value the relationship between our organizations and hope that there may be opportunities for collaboration in the future.

Thank you for your understanding. We wish you all the best in your future endeavors.

Sincerely,

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