

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
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[Email Address]
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[Date]

[Author's Name]
[Author's Address]
[City, State, Zip Code]

Dear [Author's Name],

Thank you for reaching out and sharing your manuscript titled "[Title of Manuscript]." We appreciate your interest in [Your Organization] and the time you invested in your work.

After careful consideration, we regret to inform you that we are unable to accept your manuscript for publication at this time. Our current focus is on works that align closely with our upcoming projects/themes, and your submission does not fit our current needs.

We encourage you to continue pursuing your writing endeavors, as your contributions are valuable to the literary community. We wish you the best of luck in finding the right venue for your work.

Thank you once again for considering us and for your understanding.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Organization]