

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you very much for considering [Your Organization] as a partner for your sponsorship arrangement. We truly appreciate the opportunity and the time you took to discuss this with us.

After careful consideration, we regret to inform you that we will not be able to accept your sponsorship proposal at this time. This decision was not made lightly, as we hold your organization in high regard and acknowledge the potential benefits of collaboration.

We wish you all the best in your endeavors and hope to have the opportunity to work together in the future. Thank you once again for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]