

Letter of Non-Acceptance for Sponsorship Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your recent sponsorship proposal submitted to [Your Company/Organization Name]. We appreciate the time and effort you took to present this opportunity to us.

After careful consideration, we regret to inform you that we will not be able to support your sponsorship request at this time. This decision was made based on [briefly mention a reason if appropriate, e.g., budgetary constraints, alignment with our current sponsorship strategy].

We recognize the value of the work you are doing and encourage you to reach out in the future for any potential opportunities that may arise. Thank you once again for considering us as a potential sponsor.

Best regards,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]