

Dear [Recipient's Name],

Thank you for reaching out to us regarding the sponsorship opportunity for [Event/Project Name]. We truly appreciate your interest in partnering with our organization.

After careful consideration, we regret to inform you that we will not be able to participate as a sponsor at this time. This decision was reached due to our current commitments and strategic priorities.

We wish you the best of luck with [Event/Project Name], and we hope to have the opportunity to collaborate in the future.

Thank you for your understanding.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]