

Letter of Refusal for Sponsorship Offer

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Sponsor's Name]

[Sponsor's Title]

[Sponsor's Organization]

[Sponsor's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

Thank you for your generous offer of sponsorship for [event/project name]. We appreciate your interest in partnering with us and the support you provide to organizations like ours.

After careful consideration, we have decided to decline your sponsorship offer at this time. This decision is based on [brief reason for refusal, e.g., budget constraints, alignment with current priorities, etc.].

We value the relationship we have with you and hope to explore potential collaborations in the future. Thank you again for considering us for this sponsorship opportunity.

Wishing you all the best.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]