

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your recent proposal regarding the syndication of [specific material]. I appreciate the time and effort you invested in preparing this proposal and your interest in collaborating with us.

After careful consideration, we have decided to decline your proposal at this time. While we recognize the potential value of the material, it does not align with our current strategic goals.

We appreciate your understanding and hope to keep the door open for potential opportunities in the future. Thank you once again for your proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company]