

Service Proposal Rejection

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Thank you for your recent service proposal submitted on [Insert Date]. We appreciate the time and effort you invested in detailing your offerings and responding to our needs.

After careful consideration, we regret to inform you that we will not be able to move forward with your proposal at this time due to conflicts with our current timeline and other commitments.

We value your expertise and hope to have the opportunity to collaborate on future projects where our timelines may align more closely.

Thank you once again for your understanding. We wish you all the best in your current and future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]