

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your recent proposal regarding [specific service or project name]. We appreciate the time and effort you put into detailing your services and how they could benefit our organization.

After careful consideration, we regret to inform you that we must decline your proposal at this time. Due to conflicting priorities within our organization, we are unable to move forward with your services. This decision was difficult, as we recognize the value you bring to the table.

We hope to have the opportunity to collaborate in the future when our circumstances allow. Thank you once again for your understanding and for considering us as a potential partner.

Sincerely,

[Your Name]

[Your Title]

[Your Company]