

# Service Proposal Rejection

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Thank you for your recent proposal regarding [specific service or project]. We appreciate the time and effort you invested in outlining your ideas and solutions.

After careful consideration, we have decided not to move forward with your proposal at this time. While we recognize the value of the services you offer, we feel that they do not align closely enough with our current strategic goals and priorities.

We encourage you to keep in touch and wish you the best in your future endeavors. Should our needs change, we will certainly keep your proposal in mind for consideration.

Thank you again for reaching out to us.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]