

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for considering [Your Company Name] for your [specific service] needs. We appreciate the time and effort you took to reach out to us and share the details of your project.

After careful consideration, we regret to inform you that we must decline your proposal at this time due to our current engagements and commitments. We strive to provide our clients with the highest level of service, and unfortunately, our existing obligations prevent us from taking on new projects.

We genuinely value the opportunity to connect with you and hope that we might collaborate in the future, once our schedule allows. Please keep us in mind for any upcoming projects, and we would be happy to revisit the possibility of working together.

Thank you once again for your understanding. We wish you the best of luck with your project.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]