

# Service Proposal Rejection

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

Thank you for your recent proposal regarding [briefly describe the proposed service]. We appreciate the time and effort your team dedicated to crafting a detailed plan tailored to our needs.

After careful consideration, we have decided to pursue a strategic realignment that requires us to focus on different priorities at this time. Consequently, we regret to inform you that we will not be moving forward with your proposal.

This decision was not made lightly, and it reflects our current strategic direction rather than any shortcomings in your proposal. We recognize the value of your services and encourage you to keep in touch for potential future opportunities.

Thank you once again for your understanding and for your interest in working with us. We wish you and your team continued success.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]