

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Today's Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your proposal regarding [brief description of the business venture]. We appreciate the time and effort you invested in preparing your proposal and your interest in collaborating with [Your Company].

After careful consideration and review, we regret to inform you that we will not be moving forward with your proposal at this time. While we recognize the potential value it presents, we believe that it does not align with our current strategic objectives.

We encourage you to keep us in mind for future opportunities and wish you every success with your venture. Thank you once again for your proposal and understanding.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company]