

# Formal Proposal Rejection Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your proposal titled "[Title of Proposal]" submitted on [Submission Date]. We appreciate the time and effort you invested in this initiative.

After careful consideration, we regret to inform you that we are unable to accept your proposal at this time. This decision was based on [brief explanation of the rationale for rejection, e.g., budget constraints, alignment with current objectives, etc.].

We encourage you to consider future opportunities with us, as we value your contributions and insights. Thank you once again for your proposal, and we wish you success in your ongoing efforts.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
[Your Organization]