

Formal Proposal Rejection Letter

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

Dear [Recipient's Name],

Thank you for your recent proposal regarding a potential partnership between [Your Company] and [Recipient's Company]. We appreciate the time and effort you put into your proposal and the details you provided.

After careful consideration and evaluation of our current business priorities, we have decided to decline your proposal at this time. This decision was a difficult one, as we recognize the potential benefits of a partnership.

We value the professional relationship we have developed and hope to explore opportunities to collaborate in the future. Thank you once again for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company]