

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your proposal regarding the collaboration on [Project Name]. We appreciate the time and effort your team invested to present such a comprehensive plan.

After careful consideration, we regret to inform you that we will not be moving forward with this collaboration at this time. This decision is based on [brief reason, if appropriate, e.g., budget constraints, conflicting priorities, etc.].

We value the relationship between our companies and hope to explore other potential opportunities for collaboration in the future.

Thank you once again for your work and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]