

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Institution/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your recent proposal regarding a potential research partnership between [Your Institution/Organization] and [Recipient Institution/Organization]. We appreciate the time and effort you have put into developing this proposal and your interest in collaborating with us.

After careful consideration and review, we regret to inform you that we will not be able to proceed with the partnership at this time. While we were impressed with the scope and objectives outlined in your proposal, we have determined that our current priorities and resources do not align with this collaboration.

We value the innovative work being done at [Recipient Institution/Organization] and hope that there may be opportunities for collaboration in the future. Please feel free to keep us informed about your progress and any new developments.

Thank you once again for your proposal and for considering [Your Institution/Organization] as a potential partner. We wish you the best of luck with your research endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]