

[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 submitting your proposal for [describe service] dated [proposal date]. We appreciate the time and effort you put into your presentation.

After careful consideration, we regret to inform you that we have decided to pursue another offer. This decision was not easy due to the quality of your proposal and our appreciation of your services.

We value your interest in working with us and encourage you to submit proposals for any future projects. We hope to have an opportunity to collaborate in the future.

Thank you once again for your understanding. Wishing you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]