

# Formal Proposal Rejection

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your sponsorship proposal dated [Insert Date]. We appreciate the time and effort you invested in presenting your project, [Project Name]. After careful consideration, we regret to inform you that we will not be able to proceed with the sponsorship at this time.

This decision was not made lightly, as we received numerous proposals and had to make difficult choices based on our current priorities and available resources. We applaud your commitment to [Project Goals] and encourage you to seek alternative partnerships that align with your vision.

We wish you the best of luck in your future endeavors and hope to have the opportunity to collaborate in different circumstances.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]