

Date: [Insert Date]

Dear [Recipient's Name],

Thank you for reaching out to us with your service request. We truly appreciate your interest in our services and the trust you have placed in us.

After careful consideration, we regret to inform you that we are unable to fulfill your request at this time. This decision was not made lightly, and it reflects our current capacity and resources.

We encourage you to explore other options that may suit your needs or to consider us for any future requirements. We value your understanding and hope to have the opportunity to serve you at a later date.

Thank you once again for considering us. If you have any further questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]