

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for considering us for [specific service or opportunity] and for the time and effort you have invested in our discussions.

After careful consideration, we regret to inform you that we will not be able to proceed with the provision of services at this time. This decision was not made lightly, and it reflects our current priorities and capacity.

We truly appreciate the opportunity to connect and hope to stay in touch for any future collaborations that may arise. We wish you and your team continued success.

Thank you once again for your understanding.

Sincerely,
[Your Name]
[Your Position]