

Subject: Thank You for Your Inquiry

Dear [Recipient's Name],

Thank you for reaching out to us regarding [specific service assistance]. We genuinely appreciate your interest in our services.

After careful consideration, we regret to inform you that we are unable to provide the assistance you require at this time. This decision is not a reflection of the value of your request but rather due to [brief reason if appropriate, e.g., current capacity, specialized expertise].

We hope you understand our position and encourage you to explore other options that may meet your needs. Should circumstances change, we would be glad to reconnect in the future.

Thank you once again for considering us. If you have any further queries or require assistance in finding alternative resources, please do not hesitate to reach out.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]
[Contact Information]