

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your inquiry regarding our services. We truly appreciate your interest in partnering with us.

After careful consideration, we regret to inform you that we are unable to fulfill your request for [specific service] at this time. This decision was not made lightly, and we hope to assist you in the future under different circumstances.

We value your understanding in this matter and encourage you to reach out with any further inquiries or for potential collaboration down the line.

Thank you once again for considering us. We wish you all the best in your endeavors.

Sincerely,

[Your Name]
[Your Position]
[Your Company]