

Dear [Recipient's Name],

Thank you for reaching out to us with your request for [specific services]. We truly appreciate your interest and value the trust you have placed in us.

After careful consideration, we regret to inform you that we are unable to accommodate your request at this time due to [brief reason, e.g., scheduling conflicts, resource constraints]. This decision was not made lightly, and we sincerely wish we could assist you.

We encourage you to consider [alternative solutions or recommendations, if applicable]. Should circumstances change in the future, we would be more than happy to revisit the possibility of working together.

Thank you for your understanding. We wish you the best in your endeavors.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]