

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your interest in submitting a proposal for [Project Name/Description] with [Your Company Name]. We appreciate the time and effort you invested in preparing your unsolicited proposal.

After careful consideration and review, we regret to inform you that we will not be able to move forward with your proposal. The decision was based on our current project needs and priorities, as well as pre-established criteria for evaluating submissions.

We encourage you to keep in touch with us for future opportunities and updates, as our project needs may change over time. Thank you once again for your interest in working with us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]