

[Your Name]

[Your Position]

[Your Company]

[Company 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 proposal regarding the potential business partnership between [Your Company] and [Recipient Company]. We appreciate the time and effort you invested in outlining the benefits of collaborating.

After careful consideration, we have decided not to move forward with this partnership at this time. This decision was based on [briefly mention reason if appropriate, e.g., alignment with our current business strategy, ongoing commitments, etc.].

We value the opportunity to engage with you and your team, and we hope to explore potential collaboration in the future. We wish you all the best in your endeavors.

Thank you once again for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]