

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your recent proposal regarding a joint venture between our companies. I appreciate the time and effort you put into outlining the potential benefits and collaborative opportunities.

After careful consideration, we have decided to decline the offer at this time. While we recognize the value of your proposal, we believe it does not align with our current strategic objectives.

I hope we can keep the lines of communication open for future opportunities that may arise. Thank you once again for your understanding.

Warm regards,

[Your Name]

[Your Position]

[Your Company]