

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your kind invitation to sponsor the upcoming technology workshop scheduled for [Date]. We appreciate the opportunity to participate in such an impactful event.

After careful consideration, we regret to inform you that we will not be able to support the workshop as a sponsor this year. While we recognize the significance of the event, due to [brief reason, e.g., budget constraints, schedule conflicts], we are unable to commit at this time.

We wish you the best of luck with the workshop and hope it is a great success. Please keep us in mind for future opportunities, as we would love to explore potential collaborations down the line.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]