

Formal Notice

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Formal Notice of Proposal Rejection

Dear [Recipient Name],

Thank you for your proposal dated [Insert Proposal Date]. We appreciate the time and effort your team invested in presenting your ideas to us.

After careful consideration, we regret to inform you that we have decided not to proceed with your proposal at this time. This decision was based on [briefly state reason if appropriate, e.g., budget constraints, alignment with company goals, etc.].

We value the relationship between our companies and hope to explore potential opportunities for collaboration in the future.

Thank you once again for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]