

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for not being able to accept your proposal for project collaboration regarding [Project Name/Description]. After careful consideration, we have determined that this opportunity does not align with our current objectives and resources.

We truly appreciate the time and effort you invested in preparing the proposal and highlighting the potential benefits of our collaboration. Your insights and expertise in [Relevant Field/Industry] are highly respected, and this decision was not made lightly.

While we are unable to move forward at this time, I hope to remain open for potential future collaborations. Please feel free to keep in touch, and do not hesitate to reach out for any future opportunities.

Thank you for your understanding, and I wish you all the best with your project.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]