

Business Proposal Decline Notification

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your recent proposal regarding [brief description of the proposal]. We appreciate the time and effort you put into your presentation and the insights you provided.

After careful consideration, we have decided to decline your proposal at this time. Although we were impressed with your ideas, we feel that they do not align with our current business objectives and strategies.

We value our relationship and hope to explore potential collaboration opportunities in the future. Thank you once again for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]