

# Declined Business Opportunity Letter

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for presenting the opportunity to collaborate with [Recipient's Company Name]. After careful consideration, we have decided to decline the business opportunity at this time.

We appreciate the time and effort invested by your team and wish you every success in your future endeavors. We hope to explore potential collaborations in the future.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]