

Non-Acceptance Proposal Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

Thank you for the opportunity to submit a proposal for [brief description of the proposal]. We appreciate the time and effort you invested in reviewing our submission.

After thorough consideration, we regret to inform you that we will not be able to accept your proposal at this time. While we recognize the merits of your proposal, [briefly outline reason for non-acceptance, if appropriate].

We value the relationship we have built and hope to collaborate in the future. Thank you once again for your understanding, and we wish you the best in your endeavors.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]