

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[JXL Cam]
[Recipient's Address]
[Recipient's City, State, Zip Code]

Dear [Recipient's Name],

Subject: Denial of [Specific Request/Proposal]

Thank you for your recent submission regarding [briefly describe the request or proposal]. After careful consideration, we regret to inform you that we are unable to approve your request due to [provide reason for denial, e.g., budget constraints, policy restrictions, etc.].

We appreciate your efforts in presenting this proposal and encourage you to [invite future proposals, suggest alternative solutions, etc.].

Thank you for your understanding. If you have any further questions, please feel free to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]