

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

Dear [Recipient's Name],

Thank you for your recent submission/application regarding [specific project, proposal, or application] on [date of submission]. We appreciate the time and effort you put into your proposal.

After careful consideration and review, we regret to inform you that we will not be moving forward with your proposal at this time. This decision was based on [brief explanation of the reasons for rejection, e.g., budget constraints, alignment with current goals, etc.].

We encourage you to apply for future opportunities that may be a better fit for your expertise. Thank you once again for your interest in collaborating with us.

Best regards,

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