

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your recent proposal submitted on [submission date] regarding [proposal topic]. We appreciate the time and effort you took to present your ideas to us.

After careful consideration and review by our team, we regret to inform you that we will not be moving forward with your proposal at this time. This decision was made after evaluating our current business needs and priorities.

We value your interest in partnering with our company and encourage you to submit any future proposals that align with our goals.

Thank you once again for your understanding, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]