

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

VJAX

[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your recent submission to VJAX. We appreciate the time and effort you put into your application.

After careful consideration, we regret to inform you that we will not be moving forward with your proposal at this time. This decision was reached after a thorough review of your submission against our current needs and objectives.

We encourage you to keep us in mind for future opportunities and continue to follow our work. We wish you all the best in your future endeavors.

Thank you once again for considering VJAX.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]