

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

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

Dear [Recipient's Name],

Subject: Rejection of [Project/Proposal/Application Name]

I hope this message finds you well. I would like to express my gratitude for the opportunity to [submit/propose/apply for] [Project/Proposal/Application Name]. After careful consideration, we regret to inform you that we will not be able to proceed with your [project/proposal/application] at this time.

[Optional: Brief explanation of decision or criteria used for rejection, if appropriate.]

We appreciate the time and effort you invested in your submission and encourage you to [apply again in the future/consider other opportunities].

Thank you once again for your interest in [Company/Organization Name].

Sincerely,

[Your Name]
[Your Position]
[Company/Organization Name]