

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

Dear [Recipient's Name],

Thank you for your interest in partnering with [Your Company] and your proposal submitted for [specific project or collaboration]. We appreciate the time and effort you invested in presenting your ideas.

After careful consideration, we regret to inform you that we will not be moving forward with your proposal at this time. This decision was not easy, as we received numerous strong submissions, and it came down to [brief reason for rejection, e.g., alignment with current company goals, budget constraints, etc.].

We encourage you to keep in touch and consider submitting future proposals. We believe there could be potential for collaboration down the line.

Thank you once again for your interest in [Your Company]. We wish you and Xtreme the best in your future endeavors.

Warm regards,

[Your Name]  
[Your Title]  
[Your Company]