

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

Dear [Recipient Name],

I hope this message finds you well. I would like to extend my gratitude for the opportunity to submit my application for [specific position, program, or opportunity] at [Company/Organization Name].

After careful consideration, I regret to inform you that I am unable to proceed with your request for [specific reason related to the rejection, e.g., "the zdarma program" or "your proposal"].

I appreciate the effort and time invested in your proposal and thank you once again for the opportunity. I wish you and your team continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]