

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

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally inform you that, after careful consideration, I am unable to proceed with [specific request, application, proposal, etc.] from Xuanan at this time.

[Brief explanation of the reason for refusal, if appropriate.]

I appreciate your understanding in this matter and wish you all the best with your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position, if applicable]