

[Your Company Name]
[Your Company Address]
[City, State ZIP Code]
[Date]

[Recipient's Name]
[Recipient's Company Name]
[Recipient's Address]
[City, State ZIP Code]

Dear [Recipient's Name],

Thank you for submitting your business proposal dated [Proposal Date] to [Your Company Name]. We sincerely appreciate the time, effort, and consideration invested in presenting your ideas and solutions.

After careful review and evaluation of your proposal, we regret to inform you that we will not be moving forward with your offer at this time. This decision was based on [brief reason, e.g., our current business priorities, budget constraints, or alignment with ongoing projects].

Please understand that this was a difficult decision, and should circumstances change in the future, we welcome you to submit proposals or engage with us again. Thank you once more for your interest in working with [Your Company Name], and we wish you all the best in your future endeavors.

Sincerely,

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