

[Date]

[Client Name]

[Client Address]

[City, State ZIP Code]

Re: Service Request Rejection

Dear [Client Name],

Thank you for your recent request for [describe service or product] with [Your Company/Organization].

After careful consideration, we regret to inform you that we are unable to accommodate your request at this time due to [briefly state reason, e.g., business policy, resource limitations, etc.].

We value your interest in our services and appreciate your understanding in this matter. Should circumstances change in the future, we would be happy to revisit your request.

If you have any questions or would like further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Optional: Company Contact Information]